

**БЕЛКООПСОЮЗ
УЧРЕЖДЕНИЕ ОБРАЗОВАНИЯ
“БЕЛОРУССКИЙ ТОРГОВО-ЭКОНОМИЧЕСКИЙ
УНИВЕРСИТЕТ ПОТРЕБИТЕЛЬСКОЙ КООПЕРАЦИИ”**

Кафедра иностранных языков

АНГЛИЙСКИЙ ЯЗЫК

**Практикум
по развитию навыков устной речи
по темам “Потребительская кооперация”,
“Наш университет”, “Магазины и покупки”
для студентов 1 курса всех специальностей**

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ПОЯСНИТЕЛЬНАЯ ЗАПИСКА

Цель практикума – развитие и совершенствование навыков монологической и диалогической речи, как подготовленной, так и неподготовленной.

Практикум состоит из трех разделов, охватывающих такие темы, как “Потребительская кооперация”, “Наш университет”, “Магазины и покупки”. Каждый раздел имеет четкую структуру и включает активный лексический минимум, серию диалогов, лексические упражнения, целью которых является снятие трудностей при последующей работе с текстовым материалом.

Представленные в практикуме тексты и упражнения охватывают языковой и речевой материал, подлежащий усвоению.

Система речевых упражнений разработана в соответствии с принципами информативности, коммуникативной направленности, последовательности, перехода от упражнений репродуктивного типа к упражнениям продуктивного типа.

В качестве контроля речевого материала предусмотрены ситуативные упражнения творческого характера, подготавливающие студентов к спонтанной диалогической и монологической речи.

UNIT 1. CONSUMER COOPERATIVES IN BELARUS

Ex. 1. Read and translate the following text:

CONSUMER COOPERATIVES IN BELARUS

Consumer cooperatives play an important role in the country's economic life. The main aim of consumer cooperatives is to satisfy the growing requirements of population in consumer goods and foodstuffs, especially the population of rural areas. Consumer cooperative movement in Belarus exists already for more than 100 years. It is a system of nongovernmental organizations in which there are more than 1,360,000 shareholders. Consumer cooperatives provides employment to 143,000 people and services to about 4 million people, mainly rural. Belcoopsoyus is the highest organ of Belarus consumer cooperatives which directs and leads the activities of consumer cooperatives. There are 6 regional consumer unions which unites 118 district consumer societies. The highest managing body of a consumer society is a general meeting of its shareholders which solve all the important questions in its work.

The system of consumer cooperatives is a universal economic system, it realizes its activities in many branches: trade, public catering, procurement of agricultural products and raw materials, industry, building, motor transport, cage breeding of fur animals, insurance, training of personnel, research work, etc.

Trade is the main form of consumer cooperatives activity. Services to population are provided by 12,450 shops with total trade area of 1,134,900 sq. m and 719 retail outlets of small trading network. The most efficient method of organizing the sale of goods is self-service. About 83% of shops organize trade by advanced orders. Another trend in raising the efficiency of the rural distributive network and saving time on shopping is the expansion of extra services offered by shops to customers. These services include acceptance of orders for goods and the establishment of special order bureaus at department stores and shopping centers, home delivery, assistance in assembling and installing furniture.

As for public catering establishments, they also offer to the rural population a number of new services. Restaurants and cafes accept orders for wedding and birthday parties, organize exhibition sales, days of national cuisine, days of fish and vegetable dishes, etc. In the system of consumer cooperatives there are more than 3,700 public catering enterprises.

The industrial enterprises of consumer cooperatives produce different kinds of foodstuffs such as canned fruits, vegetables, meat, soft drinks, sausages, fish products, confectionary, pasta and a number of nonfoods.

Procurement activities of the system of consumer cooperatives is aimed at forming of food market resources from local raw materials: agricultural products, wild fruits and berries, mushrooms. Rural populations can sell the surplus of their products to consumer cooperative enterprises. Consumer cooperatives purchase potatoes, vegetables, fruits, berries, mushrooms, medicinal-technical raw materials, meat and other products.

There are many fur-breeding farms in the system of consumer cooperatives. They produce mink fells, silver-black fox fells, Arctic fox fells. Grodno fur-breeding farm started to produce lynx fells.

Consumer cooperatives of Belarus are extending and strengthening their friendly relations with foreign cooperative organizations. Consumer cooperatives have economic ties with 30 countries of the world. The main partner of Belarus are Russia, Moldova, Ukraine, Germany, Italy, Poland.

The system of consumer cooperatives has its own educational establishments: The Belarusian Trade and Economic University, 6 colleges and a vocational school. These educational establishments train specialists for the system of consumer cooperatives and other branches of national economy.

Belcoopsoyus has contacts with International Cooperative Alliance (ICA) and other cooperative organizations of the world.

Ex. 2. Learn the following words and word combinations:

consumer	потребитель
cooperative	кооператив, кооперативный
trade	торговля
nongovernmental	неправительственный
shareholder	пайщик
provide	обеспечивать, снабжать
employment	занятость
rural	сельский
direct	направлять
activity	деятельность
regional	областной
district	районный
society	общество
managing body	руководящий орган
general meeting	общее собрание
public catering	общественное питание
procurement	заготовка
raw materials	сырьевые материалы
cage breeding	звероводство
trade area	торговая площадь
retail outlets of small trading network	мелкорозничная торговая сеть
sale	продажа
self-service	самообслуживание
advanced orders	предварительные заказы
distributive network	распределительная сеть
customer	покупатель
home delivery	доставка на дом
foodstuffs	продовольственные товары
nonfoods	непродовольственные товары
canned	консервированный
wild	дикий
berry	ягода
mushroom	гриб
surplus	излишек
medicinal	лекарственный
fur-breeding farm	звероводческое хозяйство
mink	норка
silver-black fox	серебристо-черная лисица
Arctic fox	песец
fell	шкурка
lynx	рысь
extend	расширять
strengthen	укреплять

Ex. 3. Translate the words of one root:

To cooperative, cooperator, cooperative; active, activity; economy, economics, economic, economist; to produce, production, productive, productivity; to lead, leader, leadership; to manage, managing, manager, management; special, specialist, speciality, specialized.

Ex. 4. Translate from English into Russian:

To develop cooperative trade in the countryside, to supply the population with farm produce, consumer cooperatives, nongovernmental organization, shareholders, employment, requirements, public catering, breeding of fur animals, training of personnel, sale of goods, advanced orders, distributive network, extra services, home delivery, to satisfy the growing requirements, trade area, canned fruits, extend contacts, raw materials, market resources, mushrooms, educational establishments.

Ex. 5. Translate from Russian into English:

Удовлетворять потребности, потребительская кооперация, сельскохозяйственная продукция, промышленные товары, продовольственные товары, кооперативное движение, пайщики, занятость населения, руководить, руководящий орган, районные потребительские общества, областные потребительские союзы, общее собрание пайщиков, общественное питание, заготовки, сырьевые материалы, звероводство, розничная торговля, предварительные заказы, консервированные фрукты и овощи, лекарственные растения, укреплять связи, учебные заведения.

Ex. 6. Match the words from two columns:

- | | |
|----------------|-------------------------------|
| 1) network | a) занятость |
| 2) trade | b) общество |
| 3) employment | c) сеть |
| 4) society | d) торговля |
| 1) consumer | a) сырье |
| 2) raw | b) заказ |
| 3) order | c) розничный |
| 4) retail | d) потребитель |
| 1) district | a) орган |
| 2) regional | b) районный |
| 3) body | c) деятельность |
| 4) activity | d) областной |
| 1) shareholder | a) непродовольственные товары |
| 2) mink | b) излишек |
| 3) nonfoods | c) пайщик |
| 4) surplus | d) норка |
| 1) mushroom | a) шкурка |
| 2) berry | b) ягода |
| 3) fell | c) мех, пушнина |
| 4) fur | d) гриб |
| 1) rural | a) обеспечивать |
| 2) urban | b) сельский |
| 3) provide | c) сеть |
| 4) network | d) городской |

Ex. 7. Answer the questions:

1. What is the main aim of consumer cooperatives?
2. When did the cooperative movement begin to develop in Belarus?
3. How many shareholders are there in the consumer cooperative societies?
4. What do consumer cooperatives supply the population with?
5. What is the highest organ of Belarus consumer cooperatives?
6. How many consumer cooperative societies are there in our country now?
7. What is the highest managing body of a consumer society?
8. What are the most efficient methods of trade?
9. What products do consumer cooperatives purchase from rural population?
10. What kinds of products do consumer cooperatives enterprises produce?
11. What can you say about the contacts between Belarus and foreign cooperators?
12. What educational establishments does the system of consumer cooperatives run?

Ex. 8. Complete the sentences:

1. Consumer cooperative movement in Belarus exists
2. Consumer cooperatives provide employment to
3. Belcoopsoyus directs and leads the activities
4. The highest managing body of a consumer society is
5. Consumer cooperatives realize its activity in many branches

6. The most efficient method of organizing the sale of goods is
7. Extra services include acceptance of orders,
8. The industrial enterprises of consumer cooperatives produce different kinds of foodstuffs
9. Procurement activity of the system of consumer cooperatives is aimed at
10. Fur-breeding farms produce
11. Consumer cooperatives of Belarus are extending and strengthening
12. The educational establishments train specialists for the system of
13. Belcoopsoyus has contacts with International

Ex. 9. Translate from Russian into English:

1. Потребительской кооперации Беларуси более 100 лет.
2. Система потребительской кооперации объединяет 1 360 000 пайщиков.
3. Белкоопсоюз – высший орган потребительской кооперации Беларуси.
4. Шесть областных потребительских союзов объединяют 118 районных потребительских обществ.
5. Главная цель потребительской кооперации – обеспечивать население промышленными и продовольственными товарами.
6. Торговля – основная форма деятельности потребительской кооперации.
7. В системе потребительской кооперации более 3 700 предприятий общественного питания.
8. Промышленные предприятия потребительской кооперации производят различные виды продовольственных товаров: консервированные фрукты, овощи, мясо, безалкогольные напитки, колбасы, макароны, кондитерские изделия и т. п.
9. Заготовительская деятельность направлена на формирование рынка продовольственных товаров.
10. Потребительские кооперативы заготавливают картофель, овощи, фрукты, ягоды, грибы, лекарственно-техническое сырье, мясо и др.
11. В системе потребительской кооперации существуют звероводческие фермы, которые разводят норок, чернобурых лисиц, песцов и т. д.
12. Потребительская кооперация имеет контакты с 30 странами, среди них – Россия, Украина, Молдова, Германия, Италия и др.
13. Система потребительской кооперации имеет свои собственные учебные заведения, Белорусский торгово-экономический университет – одно из главных.

Ex. 10. Read the text and retell it:

**MOTOR TRANSPORT, BUILDING BRANCH AND INSURANCE
ACTIVITY OF CONSUMER COOPERATIVES**

Transportation of goods in the system of consumer cooperatives is carried out mainly by cooperatively owned motor transport. It numbers 10,000 automobiles of various carrying capacity. The automobiles belongs to 114 auto fleets which possess equipment and staff necessary for servicing and exploitation of vehicles. In motor branch more than 10,000 people. For rendering trade services in small-sized settlements and resorts delivering perishable food and bakery there are more than 4,000 special automobiles which ensure safety delivery of consignments.

The main task of the building branch is the development of a material and technical basis of cooperatives – building, reconstruction, technical modernization, maintaining of constructions in proper technical state.

Building branch include 12 building enterprises, 5 special building enterprises, concrete product plant, 2 industrial complexes producing building materials, 6 repair-assembly industrial complexes, design enterprise “Belcoopproject,” which possesses design departments in each district of the Republic. More over in each district consumer society there are building sections, each one 20–40 people in number.

In the building branch of consumer cooperative more than 4,500 people work.

Stock insurance company “Belcoopstrakh” realizes insurance activities in the insurance market of Belarus since 1992. The company has the licenses for insurance of property, transport facilities, animals, cargoes, insurance of house property, buildings, citizens against accidents. Insurance is realized on a voluntary basis.

Consumer cooperatives organizations have the biggest specific weight in company’s insurance portfolio.

Rights and interests of insurers are safety protected and ensured by the statutory fund, insurance funds and re-insurance. The company builds relationship with clients on the basis of mutual profitability.

Ex. 11. Describe the transportation system of consumer cooperatives.

Ex. 12. Speak about the main task of the building branch of consumer cooperatives and its structure.

Ex. 13. Speak about the activity of “Belcoopstrakh.”

Ex. 14. Read the text “What is a Consumer Cooperative?”

1. Give extensive answers to the discussion questions:

- What is a consumer cooperative?
- What elements do all cooperatives contain?
- What are the main types of consumer cooperatives?
- What principles must all cooperatives follow?

2. Explain the difference between consumer cooperatives and other forms of business.

WHAT IS A CONSUMER COOPERATIVE?

Cooperatives are member-owned, member-governed businesses that operate for the benefit of their members according to common principles agreed upon by the international cooperative community. In cooperatives, members pool resources to bring about economic results that are unobtainable by one person alone. In short a cooperative is a business voluntarily owned by the people who use it, and operated for the benefit of its members.

All cooperatives contain the following elements:

- cooperatives are owned and governed by their primary users (the member-owners);
- cooperatives are democratically governed (one member, one vote);
- cooperatives are businesses, not clubs or associations;
- cooperatives adhere to internationally recognized principles.

There are many types of consumer cooperatives: health care, insurance, and housing cooperatives as well as credit unions, agricultural and utility cooperatives.

Consumer cooperatives are very different from privately owned “discount clubs,” which charge annual fees in exchange for a discount on purchases. The “club” is not owned or governed by the “members” and the profits of the business go to the investors, not to members. In a cooperative the members own the business and share the profits.

The major difference between consumer cooperatives and other forms of business is that the purpose of a consumer cooperative association is to provide quality goods and services at the lowest cost to the consumer (owners) rather than to sell goods and services at the highest price above cost that the consumer is willing to pay. The difference is that where a for-profit enterprise will treat the difference between cost (including labor, etc.) and selling price as financial gain for investors, the consumer owned enterprise may retain this to accumulate capital in common ownership, distribute it to meet the consumer’s social objectives, or refund this sum to the consumer (owner) as an over-payment.

The specific goals of a cooperative are determined by its members, but all cooperatives adhere to the principles of cooperation that are based on practices of the first successful consumer cooperative in Rockdale, England (founded in 1844).

Ex. 15.

1. Look through the text below and say what principles of cooperatives are described in it.

2. Reread the text more carefully and:

- give the definition of a cooperative;
- explain what the principle of member economic participation means;
- say what values cooperatives are based on.

THE MAIN PRINCIPLES OF COOPERATIVES

A cooperative is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise.

Cooperatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. Cooperative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

The cooperative principles are guidelines by which cooperatives put their values into practice.

First Principle: Voluntary and Open Membership.

Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

Second Principle: Democratic Member Control.

Cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary cooperatives members have equal rights (one member, one vote) and cooperatives at other levels are organized in a democratic manner.

Third Principle: Member Economic Participation.

Members contribute equitably to the capital of their cooperative. At least part of that capital is usually the common property of the cooperative. They usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing the cooperative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the cooperative; and supporting other activities approved by the membership.

Fourth Principle: Autonomy and Independence.

Cooperatives are autonomous, self-help organizations controlled by their members. If they enter into agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.

Fifth Principle: Education, Training and Information.

Cooperatives provide education and training for their members, elected representatives, managers and employees so they can contribute effectively to the development of their cooperatives. They inform the general public about the nature and benefits of cooperation.

Sixth Principle: Cooperation among Cooperatives.

Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national and international structures.

Seventh Principle: Concern for Community.

Cooperatives work for the sustainable development of their communities through policies accepted by their members.

Ex. 16. Read the text “The International Cooperative Alliance.”

1. Working in groups of two or three discuss the questions given below:

- What are the aims of the ICA?
- In what way does the ICA seek to achieve its aims?
- What types of organizations are eligible for membership of the ICA?

2. Speak about the rights and obligations of the ICA members.

3. Describe the structure of the Board.

4. Describe the flag of the ICA and explain what each colour on it means.

5. Single out the main facts and present them in a short review. Use the following opening phrases:

- The text deals with the issue of ... ;
- It is clear from the text that ... ;
- The problem of ... is of great importance ... ;
- Great importance is also attached to ... ;
- In this connection, I would like to say ... ;
- One of the main points to be singled out is

THE INTERNATIONAL COOPERATIVE ALLIANCE

The International Cooperative Alliance is an independent, non-governmental association which unites, represents, and serves cooperatives worldwide. It was founded in London in 1895. English, French, German, Russian and Spanish shall be the official languages of the ICA. Its registered headquarters, since 1982, is Geneva, Switzerland.

The ICA, as a world-wide representative of cooperative organizations of all kinds, has the following objects: to promote the world cooperative movement, based upon mutual self-help and democracy; to promote and protect cooperative values and principles; to facilitate the development of economic and other mutually beneficial relations between its member organizations; to promote sustainable human development and to further the economic and social progress of people, thereby contributing to international peace and security.

The ICA seeks to obtain its objects by serving as a forum for exchange of experience and as a source of information on cooperative development, research and statistics; by providing technical assistance for cooperative development; by creating international specialized bodies in various sectors of cooperatives' economic and social activities; by collaborating with United Nations organizations and with any other governmental and non-governmental international and national organizations which pursue aims of importance to cooperatives; by any other appropriate means.

Member organizations have the right to take part in formulating the ICA policies and work programs at the meetings of the ICA Authorities; to receive from the ICA all appropriate services, information and assistance; to participate in any Specialized Body of the ICA in accordance with its constitution; to appoint representatives to the ICA General and Regional Assemblies, to Congress and to nominate candidates for election to the Board.

Every member organization has the following obligations: to observe the aims and policy of the ICA; to supply the ICA with its annual report and a complimentary copy of all its relevant publications, as well as regularly in-

form the ICA on significant national cooperative developments, changes in its rules and bylaws, and all actions of the public authorities which affect the cooperative movement; to pay during the first three months of the calendar year its annual subscription; to take all such actions as shall be recommended by the Authorities of the ICA in support of its policy decisions.

Organizations which conform to the ICA Statement on the Cooperative Identity and observe the aims of ICA shall be eligible for membership of the ICA. The decision to admit to membership of the ICA lies with the Board. The Board shall consist of the President, four Vice-Presidents and 15 other members, elected by the General Assembly for a four-year term. The Board shall meet at least once a year. The member organizations from one country shall not have more than one representative on the Board, excluding the President of the ICA.

The President is the chief representative of the ICA and presides over the General Assembly and Board of the ICA. The President provides the policy and organizational leadership of the ICA in collaboration with the Director-General. The President meets once a year with the Audit and Control Committee to review the finances of the ICA. The President has the right to attend the meetings of the ICA Specialized Bodies.

The Vice-Presidents assist and support the President, and serve as the link between the Regional Assemblies and the Board.

The ICA leaders designed an international cooperatives symbol and a flag for the first "Cooperators' Day." After some experiments with different designs, the first rainbow flag was completed in 1924 and was adopted as an official symbol of the international cooperative movement in 1925.

In 2001 the International Cooperative Alliance decided to change its flag. During the 1980's and 90's a lot of "rainbow flags" became popular around the world.

The ICA decided to change its flag in order to avoid confusions between the Cooperative Flag and the other "Rainbow flags." The new flag is white with an ICA logo inside it.

The ICA logo depicts doves of peace emerging from a rainbow which is the symbol of the Cooperative Movement and represents the unity of ICA's diverse membership. Red stands for courage. Orange offers the vision of possibilities. Yellow represents the challenge that Green has kindled. Green represents growth, a challenge to cooperators to strive for growth of membership and understanding the aims and values of cooperation. Sky blue suggests far horizons, the need to provide education and help to unfortunate people and to strive towards global unity. Dark blue suggests pessimism, reminding us of less fortunate people in the world who are in need of the benefits from cooperation. Violet is the color of warmth, beauty and friendship.

Ex. 17. Look through the text "Consumer Cooperatives in the USA" and fulfill the following tasks:

1. Say in a few words what the text is about.
2. Say what you have learned from the text about consumer cooperatives in the USA.
3. Prepare a short talk on the role of consumer cooperatives in the American economy.

CONSUMER COOPERATIVES IN THE USA

Cooperatives are a vital element in the American economy. Consumer cooperatives are businesses which belong to the people who use them. America's first successful cooperative was formed by Benjamin Franklin to provide insurance for homes. Today more than 100 million Americans participate in cooperatives.

Cooperatives are successful because they provide valuable services and save consumers' money. Since the primary goal of cooperatives is to meet needs, not generate profits, they can serve their members at low cost.

Cooperatives often provide services to their communities that are not readily available from for-profit businesses. In other cases, cooperatives enhance the level of competition in the marketplace by providing consumers with an alternative source of products and services.

The central principle of consumer cooperatives is member control and participation. These member owners meet periodically to establish policy and elect directors. Directors, in turn, hire managers to administer the cooperative on a day-to-day basis.

Members control the business and provide capital for a strong and efficient operation. Members receive all net savings left after money is set aside for operations and improvements. Consumer cooperatives provide most important products or services a person might need.

The main types of consumer cooperatives are Credit Unions, Utility Cooperatives, Electric Cooperatives, Telephone Cooperatives, Housing Cooperatives, Food Cooperatives, Nursery (Child care) Cooperatives, Health Cooperatives.

Credit Unions. More than 9,000 credit unions supply financial services for over 86 million consumers nationwide. Using up-to-date technology, they offer a wide range of services at prices that are usually lower than those of for-profit institutions. For example, credit unions usually charge fewer and lower fees, and lower loan rates.

Since credit unions serve the broad middle class, they can meet the needs of an increasing number of underserved communities, including youth, seniors and minorities. As many banks abandon low-income communities, a growing number of credit unions are finding ways to serve low and moderate income households.

Utility cooperatives. Cooperatives provide electricity and telephone services to more than 30 million people. Cooperatives also offer television and telecommunications services at competitive prices.

Electric Cooperatives. Cooperatives were formed by citizens in communities where the investor-owned power companies would not provide service. Today, these cooperatives continue to find ways to provide better service at competitive prices.

Telephone Cooperatives. Cooperatives provide rural Americans with telecommunications services comparable to those available to urban residents and at reasonable cost. Through digital switching and transmission facilities they offer enhanced services, such as customer calling features, Internet access and other advanced services. Many cooperatives also provide cable TV, direct broadcast satellite TV and various forms of wireless communications services.

Housing Cooperatives. Over one million families are provided with affordable places to live through housing cooperatives. Owned and controlled by residents, housing cooperatives are an effective way to provide home ownership for low-income Americans.

Since families who own their own homes have a greater stake in their neighborhoods, private economic development organizations and local government are encouraging the development of housing cooperatives.

Food Cooperatives. Over three million Americans stretch their food dollars through membership in nearly 5,000 food cooperatives. Food cooperatives have been pioneers in unit pricing, nutritional labeling and the sale of bulk and natural foods. Price comparison surveys have found significant saving through food cooperatives.

Nursery School and Child Care Cooperatives. Nursery school and child care cooperatives provide quality care for half a million families. The cooperative structure gives parents a real voice in their child's education.

In cooperative nursery schools and child care centers parents determine policy, participate as aides in the classroom and work in committees for such things as raising funds, purchasing supplies and maintaining equipment. This parental involvement cuts expenses so that the savings can be passed on to members.

Health Care Cooperatives. Cooperative health maintenance organizations (HMOs) provide comprehensive health care for more than one million Americans. Since they have been able to provide high quality care at the lowest cost these health care providers play an important role in American health care system.

Other Consumer Cooperatives. Cooperatives provide services such as mutual insurance, television satellites and funeral arrangements. Cooperatives on college campuses offer book, food and housing services for student members. Many of these and other cooperatives are locally owned and managed by members in communities across the country.

Ex. 18. Speak about consumer cooperatives in Belarus.

UNIT 2. SHOPS AND SHOPPING

2.1. BUYING FOODSTUFFS

Ex. 1. Learn the following words and word combinations:

baker's (bakery)	cheap
butcher's	choice
confectioner's (confectionary)	cost
convenience store (AmE) (corner shop)	the cost of living
dairy	self-service shop
delicatessen	tobacconist's
fishmonger's	buyer
grocer's (grocery)	cashier
greengrocer's	consumer
hypermarket	salesman
off licence (liquor store (AmE))	saleswoman
shop (store (AmE))	shop assistant
shopping centre	shopkeeper
shopping precinct	to bargain
superstore	to buy
supermarket	to choose
shopper (customer)	to drop into a shop
store detective	expensive
street vendor	expiry date
cart (trolley)	price
cash desk (check out)	reasonable price
cash register	pricy
counter	receipt
shopping bag (carrier bag)	to offer
shopping basket (wire basket)	to sell
	to spend money

shopping list	to stock up
cash	to suggest
change	to have money on (about oneself)
small change	to pay
	to queue up (line up (AmE))

Ex. 2. Read the text. Complete the sentences below with words from the text.

AT THE SUPERMARKET

At the weekends, when she has more time to spare, Helen Smith does her shopping at the big self-service food stores in town, for she can buy a lot of goods more cheaply there than at her local grocer's. Accompanied by her husband or her daughter she walks round the cooperative supermarket and other large food stores looking for bargains.

These large self-service stores are brightly lit and usually well laid out. The goods are tidily arranged on trays and long shelves on which the various prices are clearly marked. There is plenty of room for the customers to walk about.

The shelves are well stocked with a very wide selection of attractively packed goods – everything from quick-frozen food to washing powder, from shoe polish to new-laid eggs, from tinned fish to toothpaste.

Helen walks from shelf to shelf, filling her wire basket. She has to be careful when shopping in a self-service store for the goods are so attractively displayed that she is tempted to buy things she does not need or cannot really afford.

Helen goes to the cash desk, where there is a short queue. When it is her turn the cashier reckons up the bill on a cash register. Before getting the bus home, she goes to the market.

The market is large, with over a hundred different stalls; part of it is covered, part of it is open-air. A wide range of clothes, household goods, fruit and vegetables is on sale and prices are often considerably lower than in the ordinary shops.

She arrives home exhausted, but a little proud of having saved forty or fifty pence of the housekeeping money.

1. Helen does her shopping ... in town.
2. She walks round the supermarket looking for
3. Large self-service stores are ... and well
4. ... are tidily arranged on trays and long shelves.
5. The shelves are ... with ... of packed goods.
6. Helen goes to ... where there's a short queue.
7. When it is her turn the cashier ... the bill on a cash register.
8. The market is large, with well
9. A wide range of fruit and vegetables is
10. Helen arrives home proud of having saved forty or fifty pence of

Ex. 3. Match the following words with the correct definitions:

supermarket	convenience store	corner shop	bakery
butcher's	delicatessen	off licence	market

- a) small local shop, usually on the corner of a street, that sells food, alcohol, magazines etc.;
- b) a large shop that sells a wide range of things, especially food, cleaning materials and other things that people buy regularly;
- c) an area outside where people buy and sell many different types of things;
- d) a shop that sells bread and cakes, especially one that also makes bread and cakes;
- e) a shop that sells high quality food such as cheeses and cold meats, often from different countries;
- f) a shop in your local area that sells food, alcohol, magazines etc., and is often open 24 hours a day;
- g) a shop that sells beer, wine and other alcoholic drinks which you drink at home;
- h) a shop that sells meat.

Ex. 4. Compare the ways of shopping, using the words given in brackets. Add explanations where possible.

E. g.: *Using local shops is more convenient than going to the centre. Large shops are cheaper than small local shops. This is because they sell more things, so they can reduce prices.*

Supermarkets – small grocers (cheap); expensive clothes – cheap clothes (good quality); department stores – small shops (interesting); staff in small shops – staff in supermarkets (happy); street markets – ordinary shops (economical); local corner shops – other shops (expensive); buying by post – going to shops (difficult); products in advertisements – the real thing (good).

Ex. 5. Where do you prefer doing the shopping – at a supermarket, a local grocery or a market? Speak

about advantages and disadvantages of going to the supermarket, local grocery, market.

Ex. 6. Use the following words to fill in the blanks in the text:

queue	run out of	supermarket	shelves
shopping centre	do the shopping	carrier bag	cashier
check-out	ring up	shopping list	assistant
receipt	pay cash	change	cash register
total	basket	prices	

Bob (1) ... during his lunch hour. After a quick lunch, he goes to the (2) ... in the new (3) He walks around putting the things he needs in a (4) He always writes a (5) ... of things he needs to buy, but he often forgets to look at it. When he looks for some coffee on the (6) ... , he can't find any: an (7) ... tells him they have (8) ... coffee. When he has finished his shopping, he has to join the (9) ... at the (10) When it's his turn to pay, he asks the (11) ... for a plastic (12) She checks the (13) ... on the items and (14) ... them – on the (15) Then she tells him the (16) ... and he (17) She gives him the (18) ... and his (19) As he is putting his change away he finds his shopping list, still in his pocket.

Ex. 7. There is a number of special words in English which are used to describe different kinds of containers. Here is some additional information about each of these types of containers.

<i>Container</i>	<i>Usually made of</i>	<i>Typical contents</i>
bag	cloth, paper, plastic	sweets, shopping, letters
barrel	wood and metal	wine, beer
basin	pottery, metal	ingredients for making cake
basket	canes, rushes	shopping, clothes, waste paper
bottle	glass, plastic	milk, lemonade, wine
bowl	china, glass, wood	fruit, soup, sugar
box	cardboard, wood	matches, tools, toys, chocolates
bucket	metal, plastic	sand, water
can	tin	coca cola, beer
carton	card	milk, yoghurt, 20 packets of cigarettes
case	leather, wood	jewellery, spectacles
crate	wood, plastic	bottles
glass	glass	milk, lemonade, wine
jar	glass, pottery	jam, honey, olives, instant coffee
jug	pottery	milk, cream, water
mug	pottery	tea, coffee, cocoa
pack	card	cards, eight cans of coca cola
packet	card, paper	cigarettes, tea, biscuits, juice, cereal
pan	metal	food that is being cooked
pot	metal, pottery	food, plant
sack	cloth, plastic	coal, rubbish
tin	tin	peas, baked beans, fruit
tub	wood, zinc, card	flowers, rainwater, ice-cream
tube	soft metal, plastic	toothpaste, paint, ointment

Using the information above match the words on the left with the words on the right:

bar	biscuits	bananas
bottle	chocolate	sardines
box	margarine	ice-cream
brick	milk	wine
bunch	bread	matches
can	honey	fruit juice
carton	sugar	coca cola
dozen	cigarettes	grapes
jar	eggs	rice
loaf	instant coffee	beer
mug	cornflakes	jam
packet	tea	mayonnaise
tin	chocolates	soap
tub		

Ex. 8. Make up your own dialogues by analogy:

AT A GROCERY STORE

Shop assistant. Good morning, Mrs. Brown. How are you this morning?
I'm fine, thank you. And how are you?
Mrs. Brown. I'm having a little trouble. I don't have any eggs and butter.
Shop assistant. Oh, that's a shame. I need two pounds of butter and a dozen eggs.
Mrs. Brown. I can deliver them this afternoon.
Shop assistant. That'll be fine. I'm having a party tonight for fifteen persons. I have a list here of about 20 things.
Mrs. Brown. First, what do you want in the line of meat?
Shop assistant. Can you give me a ten-pound ham?
Mrs. Brown. Yes, here's a nice piece. It's 3.99 per pound.
Shop assistant. That seems expensive. But all right. I'll take it.
Mrs. Brown. Now what else?
Shop assistant. Well, I want some canned goods: 3 cans of peas and a can of peaches.
Mrs. Brown. Here they are. Now, do you need any milk?
Shop assistant. Yes, three quarts, please, and a pint of cream. Well, that's all for today. How much do I owe you?
Mrs. Brown. That's 25.99. Here's your change.
Shop assistant. Thank you.
Mrs. Brown. Good-bye, Mrs. Brown. Thanks a lot.
Shop assistant.

Ex. 9. Put each of the following words or phrases in the correct space in the passage below:

pay	push	find	spend	take
buy	sell	need	complain	look for

I love shopping. I love looking round the shops and seeing all the things and all the people. My friends say I like to (1) ... money. It's probably true. There's a very good supermarket near me. They have everything you (2) ... for your house. If you want a tin of sardines, a tube of toothpaste, a box of chocolates, a carton of milk, a packet of biscuits, a bottle of beer or a jar of jam, you can (3) ... it at the supermarket. They (4) ... everything. If you want a lot of things, you can use a trolley and (5) ... it in front of you. If you don't want much, you can use a small basket. Then (6) ... the things you want. If you can't (7) ... them on the shelves, ask an assistant for help. When you see what you want, you just (8) ... it from the shelves and put it in the trolley. When you have everything, you must stand in the queue at the check-out to (9) Give your money to the cashier. He or she will put it in the till and give you your change. If there is anything wrong, if the service isn't good, customers can (10) ... to the manager. Our supermarket is super.

Ex. 10. Read the letter and explain the difference between shopping in England and the USA:

Dear Ann,

Please forgive my delay in writing. I had a lot of work to do. Try to get into my moccasins, will you? In this letter I'd like to tell you how to shop in this country.

In America, just as in England, you see the same shops with the same boards and windows in every town and village.

Shopping, however, is an art of its own and you have to learn slowly where to buy various things. If you are hungry, you go to the chemist's. A chemist's shop is called a drugstore in the United States: it is a national institution at that. In the larger drugstores you may be able to get drugs, too, but their main business consists in selling stationary, candy, toys, braces, belts, fountain pens, furniture and imitation jewellery. Every drugstore has a food counter with high stools in front of it and there they serve various juices, coffee, ice-cream, sandwiches, omelettes and other egg dishes.

If you want cigarettes, go to the grocer's; if you want to have your shoes cleaned, go to the barber's; if you want a radio, go to a man's shop; if you want a case, go to the chemist's.

All for now. I hope you are interested in it. I'm looking forward to your answer.

Yours, Paul.

Ex. 11. Choose one of these situations and write a letter to your friend:

1. You are writing to your friend from another country. Tell him (her) about shopping in your country.
2. You have gone abroad for your vacations. Write to your friend how to shop in that country.

Ex. 12. Work in pairs. Act out the following:

1. You are having a party on Sunday and you need a lot of things. At the moment your friend and you are making a shopping list.
2. Tomorrow is your mother's birthday. You've come to the grocer's. You want to buy a lot of goods. The grocer is eager to help you.

Ex. 13. Translate from Russian into English:

1. Я делаю покупки после работы. Сначала я иду в овощной магазин, чтобы купить капусту, картофель и другие овощи. Потом я иду в молочный магазин и покупаю молоко, сыр, яйца. Мясо и хлеб обычно покупает моя мама. Недалеко от нашего дома находится новый большой продуктовый магазин.

2. "Привет, Катя. Я вижу у тебя уже тысячи свертков". – "У меня дома закончились почти все продукты, а я даже этого не заметила. Хорошо, что наш магазин уже открыт". – "Да, он открывается в 8 ч утра. Это очень удобно. Сегодня в продаже хорошее мясо, не жирное, но и не постное". – "Да, я уже купила. Кроме того, я купила 2 кг гречневой крупы, килограмм сахара и пачку чая".

3. Мама хочет, чтобы Катя пошла в булочную и купила батон и две сдобные булочки.

4. В нашем бакалейном отделе все продукты продаются в расфасованном виде.

5. Самообслуживание действительно экономит время. Я нахожу это очень удобным.

6. Если вы собираетесь покупать много продуктов, вы можете взять тележку и толкать ее перед собой.

7. По дороге домой она всегда заходит в супермаркет. Вчера там был большой выбор кондитерских изделий.

8. В большом магазине самообслуживания продают различные товары: от разных видов сыра до зубной пасты.

9. У нас закончился кофе. Вы не хотите чаю?

10. "Кто делает покупки в вашей семье?" – "Мама". – "А у нас каждый член семьи ходит за покупками".

11. Смиты начали делать покупки с мясного отдела.

2.2. DEPARTMENT STORE

Ex. 1. Learn the following words and word combinations:

bookshop (store)	second-hand shop (store)
boutique	souvenirs department
chain store	sports goods
chemist's (drugstore)	stationery
cosmetics and perfumery	textiles (drapery)
crockery and glassware	toyshop
department store	to complain
electric appliances	to display
florist's	to exchange
footwear	to borrow
furniture department	to lend
haberdashery	goods
hardware shop (store)	item
household goods	product
hosiery	cost
jewellery	price
knitted goods	value
ladies' wear	sale
lingerie (underwear)	purchase
leather goods	clearance
men's wear	discount
newsagent's	refund
pharmacy	

Clothes

Articles of Clothing

Textiles

Footwear

blouse	belt	brocade	boots
cardigan	beret	cashmere	rubber boots
coat	bow tie	corduroy	sandals
costume	bra	cotton	shoes
dress	braces (suspenders)	crep de chine	slippers
dressing gown	buckle	denim	trainers
fur coat	cap	guipure	wellington boots
jacket	cuff-links	kid	
jeans	hat	lace	
jersey	gloves	leather	
jumper	knickers (lingerie (Fr),	linen	
outfit	panties (AmE))	lining	
pants	mittens	nylon	
pullover	panty hose	print	
raincoat	scarf	satin	
shirt	socks	silk	
shorts	stockings	suede	
skirt	tie	tartan	
suit	tights	terry	
bathing suit	underwear	tweed	
(swimming suit	underpants	velour	
(AmE))	zipper	velvet	
sweater	to zip up	wool	
trousers		woolen	
T-shirt			
uniform			
waistcoat			

Ex. 2. Match the words with their definitions:

- | | |
|--------------------------------|---|
| 1) chemist's | a) a place that sells a wide range of plants, seeds and things for your garden |
| 2) newsagent's | b) an area in a town where there are a lot of shops that have all been built together in the same space |
| 3) superstore | c) a shop that sells equipment and tools that you can use in your home or garden |
| 4) pharmacy | d) one of a group of shops that have the same name and are owned by the same company |
| 5) mail | e) a very small shop on a street, which has an open window where you can buy newspapers, cigarettes, chocolates, etc. |
| 6) hardware shop | f) a very large shop which is divided into several big parts, each of which sells one type of thing such as clothes, furniture or kitchen equipment |
| 7) garden center (nursery) | g) a shop that sells newspapers and magazines, cigarettes, chocolates, etc. |
| 8) hypermarket | h) a very large shop that sells equipment and tools for repairing and decorating your home (do-it-yourself) |
| 9) newsstand | i) a very large modern shop, especially one that is built outside the center of a city |
| 10) department store | j) a very large building with a lot of shops inside it and often also cinemas, restaurants, etc. |
| 11) kiosk | k) a shop where you can buy food, alcohol, magazines, etc., that is often open 24 hours each day |
| 12) DIY (do-it-yourself) store | l) a small movable structure on a street which sells newspapers and magazines |
| 13) shopping center | m) a shop or part of a shop where medi- |

- | | |
|-----------------------|--|
| | cines are made and sold |
| 14) chain store | n) a shop that sells medicines, beauty and baby products, etc. |
| 15) boutique | o) a small shop selling fashionable clothes, etc. |
| 16) convenience store | p) a very large supermarket, usually built outside a town |

Ex. 3. What is the difference between the following pairs of words? Use them to fill the blanks in the sentences below:

- lend and borrow;
 - a bargain and a discount;
 - a loan and hire purchase;
 - a credit card and a cash card;
 - to save and to pay back.
- You ... someone money which is yours and which they will give you back; that person ... the money from you.
 - If you pay in cash they give you a 30% ... ; if you look around you can often find a ... , especially in markets.
 - The bank gave him a ... to buy a car and he'll pay it back in five years; she is buying car in instalments by the ... method.
 - When you keep money for the future you ... it; when you return money that you have borrowed you
 - You can often for things with a ... but when you go to a cash machine to get money you need a

Ex. 4. Read the following text, making sure that you understand the meaning of all the words in bold type. Explain their meaning:

My friend loves *window-shopping*. She loves walking up and down in front of shop windows, looking at the *range of goods on display*, especially in the new *shopping centre*, where there are a lot of *boutiques* selling their own designs. I prefer big *department stores* because all the best-known *products* are *on sale*, and usually *in stock*. If they are *out of stock*, the *shop assistant* can order them for you. Most of the *chain stores* have *branches* in our shopping centre. My friend only enjoys going there when they have the sales every year and she thinks she can find *bargains*.

Ex. 5. Read the text. Complete the chart with the items from different departments.

SHOPPING

Many shops generally deal in certain goods displayed in shop windows and a lot of stores called department stores sell various items of consumer goods under one roof. The department store is a great convenience for customers because it saves our time. In the store customers go to the counters, choose the goods they want and pay at the cash desk. Salesmen or salesgirls stand behind the counters, but there are self-service departments with no salesmen but only cashiers who sit at the cash desks just in the departments.

In the department store a customer can find stationery, household goods, electric appliances, crockery and glassware, textiles and other departments. The hats department sells caps, kerchiefs, wide-brimmed (fur, felt, straw) hats, berets.

The hosiery handles socks (cotton, woolen, nylon), stockings, pantyhose and knitted underwear (slips, singlets, panties), cardigans, jackets, jumpers, pullovers, sweaters, knitted caps, mittens, scarves.

In the drapery one can get a length of cloth (linen, cotton, cotton print, pure silk, rayon, nylon, velvet, all-wool, thick wool cloth).

The ready-made clothes for men's department is stocked well with everything a man needs in the way of clothes: shirts, trousers, coats, waist coats, two-piece and three-piece suits, overcoats, raincoats.

If a woman wants to buy ready-made clothes (dresses, gowns, aprons, skirts, blouses, costumes, trouser suits, coats trimmed with fur of mink (fox, nutria, muskrat)) she goes to the ready-made clothes for women department.

Sports goods are supplied with trainers, T-shirts, bathing trunks, bathing suits, sports shoes, sports equipment.

Haberdashery handles handkerchiefs, lace, ribbon, tape, thread, needles, safety pins, umbrellas, while men's haberdashery is stocked with braces, collars, mufflers, shaving-sets, electric razors. There is also perfumery such as face cream, powder (loose and compact), eye shadow, lipstick, perfume (scents), eau de cologne, lotion, shampoo, soap, nail polish on sale.

Jewellery sells ornaments, bracelets, rings, earrings, brooches, necklaces, beads.

Brief-cases, handbags, gloves, wallets are sold at leather goods.

At the shoe department one can buy footwear: boots, high booties, fur-lined booties, shoes (made of leather, patent leather, suede), low shoes, high- (medium-, low-) heeled shoes, rubber shoes, sandals, slippers, canvas shoes, high (low) platform shoes.

In big department stores they have information bureaus, where a customer can inquire about any goods he (she) would like to buy. If a customer is overloaded with packages the department store can take care of delivery by means of home delivery service and the customer can have his purchases delivered at any time and place he (she) wishes.

Hats	
Hosiery	
Knitted goods	
Drapery	
Men's wear	
Women's wear	
Sports goods	
Haberdashery	
Perfumery	
Jewellery	
Leather goods	

Ex. 6. Make up dialogues by analogy:

BUYING SOUVENIRS

- A. What do you think of those lovely wooden trays?
 B. They are biggish, and you are travelling by air.
 A. And what about those carved figures?
 B. Too heavy.
 A. You're probably right. Still, it's a pity (All the same, it's a pity).
 B. These copper ashtrays look nice.
 A. Yes, but no one smokes at home (Yes, but we are non-smokers, all of us).
 B. Why not buy one of those amber necklaces?
 A. They're too expensive. Such a buy would make a big hole in my supply of money.
 B. I suggest those linen napkins, then. They're light, of good quality, and the price is reasonable.

BUYING A PRESENT

- A. Can I help you, madam?
 B. I'd like to buy a silver bracelet for my daughter.
 A. Have a look at this one. Like it?
 B. Oh, it looks fabulous. She will like it. I'll buy it. Thank you.
 A. My pleasure.

BARGAINING

- A. How much do you want for it?
 B. Forty.
 A. Forty pounds?
 B. Yeah. It's worth fifty, but I'm in a hurry.
 A. I don't know. It isn't in very good condition. Look. It's broken and look at this. It isn't worth forty. I'll give you twenty-five pounds.
 B. Twenty-five? Come on. I tell you what – I'll take thirty-five. Since you're a customer of mine. You can have it for thirty-five.
 A. No, that's too much. To tell the truth, I can't afford thirty-five.
 B. Sorry. Thirty-five. That's my last word.
 A. Come on, split the difference. Thirty pounds.
 B. Thirty. O.K. All right, thirty.
 A. Can I give you a cheque?
 B. Well, I prefer cash, if you don't mind.

Guess what they are bargaining over.

Ex. 7. Use the questionnaire to ask and answer questions about shopping habits:

HOW DO YOU SHOP?

- | | |
|---|--|
| <p>1. When you go into a shop:</p> <p>a) you only want to look;</p> <p>b) you always look carefully and come back later to buy;</p> <p>c) you usually know exactly what you want.</p> | <p>4. You usually go shopping:</p> <p>a) with friends;</p> <p>b) alone;</p> <p>c) with family.</p> |
| <p>2. You prefer to go shopping:</p> <p>a) in large stores in the city center;</p> <p>b) anywhere which is cheap;</p> <p>c) in small local shops where you know people.</p> | <p>5. You think first about:</p> <p>a) the brand name;</p> <p>b) the price;</p> <p>c) the quality.</p> |
| <p>3. You mainly go shopping for:</p> <p>a) records or books;</p> <p>b) clothes or shoes;</p> <p>c) food or drink.</p> | <p>6. You take advice from:</p> <p>a) shop assistant;</p> <p>b) nobody;</p> <p>c) friends or family.</p> |

Compare your answers and decide which description fits you best:

Mostly <i>a</i> answers	Mostly <i>b</i> answers	Mostly <i>c</i> answers
<i>Fun Shopper</i> You enjoy it! And it's more interesting for you if you go with a friend!	<i>Practical Shopper</i> You get the best and the cheapest	<i>Reluctant Shopper</i> You hate doing it! You're happier when someone tells you what to buy!

Ex. 8. Complaining about faulty goods or bad service is never easy. Most people dislike making a fuss. However, when you are shopping, it is important to know your rights.

1. Read the dialogue:

- Excuse me. I bought this colour TV here last week and I'm not satisfied with the picture. I'd like to have my money back, please.
- I'm sorry, sir, but I'm afraid we don't give refunds. May I see your receipt? We can give you a credit note for this amount, sir, or you can exchange it for something of equal value.
- All right. I'll take the exchange.
- Actually, sir, you are very lucky. We've got a sale this week. We have some really great bargains... Now this Philips is a great deal. It's 40% off the normal retail price. In fact, we're selling it for just over the wholesale price that we pay. It has remote control and it has a one year guarantee, so that if anything goes wrong you can bring it back and have it repaired.
- It's \$ 400. It still seems expensive to me.
- No, no, sir, that's a fantastic price. It's cheap, believe me. We've sold hundreds of them and this, I believe, is the last one.
- The last one, eh? O.K. I'll take it. How much extra do I owe?
- Just \$ 125.
- And can I pay by credit card or would you prefer a cheque?
- Credit card will be fine, thank you. (*Later, to another shop assistant*). Bring out another Philips, will you?

2. Decide if the following statements are true (T) or false (F) according to the dialogue:

1. The man returned the television because it was broken.
2. The man wanted a refund.
3. The salesman offered him a credit note.
4. The price of every television in the store was reduced.
5. The Philips was being sold at half price.
6. If the Philips breaks in the next year, the man will get his money back.
7. The Philips cost more than the television that the man had returned.
8. The man paid by cheque.
9. The man bought the last Philips in the store.
10. The salesman was very good at his job.

3. Make up a dialogue making a complaint when you are shopping:

Your neighbour came home and found out a fault in his purchase. She's got upset and shares her problem with you. You tell her about her rights when buying goods and advise her to go back to the shop and get a refund.

Ex. 9. Read through the text and make complaints of defects in your clothes by analogy:

Charles has come to the shop to exchange the jacket he bought there two weeks ago:

– Excuse me, please. I bought this jacket two weeks ago and I'm afraid... I have decided I don't really like the colour. It's not my colour at all. Do you think I can possibly change it? Oh, I see. Well, it's not just the colour, it doesn't really fit me, either. I think... it's rather too small. I think you salesman gave me a smaller size than I asked for. I don't really think I can possibly wear it around the streets. I look awfully ridiculous! I must change it, I am afraid. Do you think I could have one size bigger and a different colour? Which colours do you have? Do you have one in brown, black? How about navy blue? I'd quite like a navy blue one. Well, my size is forty-eight, but I think this forty-eight is rather small. Perhaps I ought to try the fifty. You do have a fifty in navy blue, do you? Oh, good. Right! Could I try it on before I go? I don't want to make the same mistake again. I think that's a lot better. Yes, I'd like this one, please. Oh, I see that is going to cost me more money, is it? Well, if I pay the difference – two pounds, is it? Well, here's two pounds. I'll give you the old one back. Thank you very much indeed.

Ex. 10. Read the tasks and discuss them:

1. Do you like window-shopping? Do you prefer department stores or corner shops, where the shop-keeper knows you and talks to you?

2. In Britain you can never bargain in shops, and only very occasionally in the markets. The price are usually fixed. Do you have to bargain in your country? Talk about a bargaining experience.

3. Do you save money? Are you saving for anything at the moment? What for? Do you keep your money in the bank, in a safe, in a money-box or under the bed? Have you got a bank account? Do you get any interest? What's the rate of interest? If you had a bank overdraft, how much interest would you have to pay?

4. Have you bought anything on hire purchase? Did you pay a deposit? Do you think it's a good idea? Have you got a credit card? Which one? When you pay cash, do you ask for a discount? Do you usually get it?

5. Do you spend more than you earn, or less than you earn? Do you have a budget for your money? Do you keep a record of your expenses?

6. Have you bought anything this week? What? What did it cost? Was it worth it? Was it new or second-hand? Was it a bargain? Did you get a receipt?

7. Do you agree with the following sayings? What do they mean?

- Neither a borrower nor a lender be (*W. Shakespeare*).
- Look after the pennies and the pounds will look after themselves.
- Live now – pay later.
- A fool and his money are soon parted.
- A customer is always right.

8. They say, "Men are better shoppers than women." Do you agree with it? What's that "a good shopper?"

Ex. 11. Translate from Russian into English:

1. Пора покупать новый телевизор. В январе нашему телевизору будет 15 лет.

2. На днях я встретил Джона. Он сказал, что купил себе новый автомобиль.

3. Я очень люблю разглядывать витрины. Мне нравится смотреть на разнообразие выставленных товаров.

4. Я давно мечтаю купить красивую современную мебель в нашу новую квартиру.

5. Мистер Смит решил подарить своей дочери хорошую кулинарную книгу. Он долго не мог найти что-нибудь подходящее. Вчера он заглянул в местный книжный магазин. Он нашел именно то, что искал. И цена была умеренная. Мистер Смит купил книгу, не раздумывая.

6. "Ты снова купила новую сумку! У тебя их целая коллекция". – "Но она из натуральной кожи и очень подходит к моему новому пальто". – "Мы должны экономить деньги". – "Давай не будем ссориться по пустякам. Мы экономим деньги, когда покупаем товары хорошего качества. Просто нам нужно зарабатывать больше денег".

7. На этой неделе у нас распродажа. Вы можете расплачиваться кредитными карточками или наличными. Если вы покупаете товар оптом, мы делаем скидки. А если вам попадется изделие с браком, вы можете вернуть покупку, и вам ее либо обменяют, либо вернут деньги, поэтому сохраняйте чек.

Ex. 12. Read the text "Shopping round the World." Say what shopping is for you. What can you say

about shopping in your country?

SHOPPING ROUND THE WORLD

For many Americans shopping is a profession. Americans spend hours walking round different shops and comparing prices to see if the item they want is cheaper somewhere else.

The French are very serious about shopping. They plan everything. They know exactly what they want, how much it costs and where they are going to find it.

The British are the world's worst shoppers. They never know what they want when they go shopping, particularly when they go shopping for clothes. They always ask for advice and they believe the shop assistant who says: "It suits you perfectly, madam." or "Purple is just the right colour for you, sir."

Ex. 13. How and when are these items of clothing normally worn?

trousers	leather jacket	sweatshirt
T-shirt	shorts	pants
tie	dinner jacket	suit
vest	waistcoat	jeans
blouse	anorak	pyjamas
cardigan	overcoat	skirt
nightdress	boxer shorts	socks
bra	fur coat	bow tie
dress	tights	sari
leotard	tracksuit	shawl
boots	tennis shoes	shoes
sweater	knickers (panties)	scarf
raincoat	dressing gown	stockings

1. On the top half of the body only:
2. On the bottom half of the body only:
3. On the top and the bottom halves of the body:
4. As underwear:
5. On the feet or legs:
6. In bed:
7. Round the neck or on the head:
8. When the weather is cold or wet:

In your country, which of these items of clothing are:

- a) usually only worn by women;
- b) usually only worn by men;
- c) worn only on informal occasions;
- d) never worn by anyone.

Ex. 14. Put each of the following words or phrases in its correct place in the text below:

tag	label	cash desk	off-the-peg	refund
sales	try on	fit	assistant	mail order
bargain	receipt	cashier	exchange	till

If you want to buy ready-made (or we sometimes say (1) ...) jacket, first find the jackets in the shop and look at the (2) ... inside to see the size, material and make. For the price, look at the price- (3) To see if it will (4) ... you, you can (5) ... the jacket in front of a mirror. If necessary an (6) ... will help you. You pay the (7) ... , who you will find at the (8) He or she will take your money, put it in the (9) ... and give you your change. Make sure you also get a (10) ... , which you should keep and bring back to the shop with the jacket if something is wrong with it and you want to (11) ... it or ask for a (12) ... of your money. In clothes shops you pay the fixed price, of course. You don't (13) Or you can wait until the (14) ... when many goods are reduced in price. If you don't like shops, you can stay at home, look at catalogues and newspapers advertisements and do your shopping by (15)

Ex. 15. On the left below are phrases we often use in shops. Match each one to the correct assistant's re-

ply on the right:

- | | |
|---|---|
| 1) Can I try this jacket on? | a) Of course, if you have some kind of bank card. |
| 2) Does this jacket suit me? | b) Size 50, please. |
| 3) Does this jacket fit me? | c) I'm afraid we don't give refunds. |
| 4) Can I pay by cheque? | d) Certainly, there is a fitting room over there. |
| 5) I'm afraid I only have a \$ 10 note. | e) Red ones, size 22. |
| 6) Can I exchange this? | f) It's a little too long. Try a smaller size. |
| 7) Can I have my money back? | g) If you have a receipt. |
| 8) Shall I help you, sir? | h) Yes, I'm trying to choose a suit. |
| 9) What colour would you prefer? | i) That's all right. I can change it. |
| 10) What size do you wear? | j) Yes, it's just the right colour and the style for you. |

Ex. 16. Read the dialogue and fulfil the tasks:

AT A SHOE SHOP

- | | |
|------------------------|--|
| Shop assistant. | Good morning, madam. What can I do for you, please? |
| Mrs. Brown. | A pair for this boy. |
| Shop assistant. | Shoes or boots? |
| Mrs. Brown. | Shoes. |
| Shop assistant. | Very good. Will you please come this way. Take a seat, please. What size does he take? |
| Sam. | I take size four, and I want a pair of brown ones. |
| Shop assistant. | Very good. Will you take off your boots and try this pair on? They are a very good make and will wear a long time. |
| Sam. | Here, they are too tight. |
| Mrs. Brown. | Try a larger pair. |
| Sam. | But they are too big. |
| Shop assistant. | I believe we have a half size. Yes, here we are. Try these on. I hope they'll fit nicely. |
| Sam. | Yes, these fill all right. Let me have this pair, Mum. |
| Mrs. Brown. | Very well. How much do they cost? |
| Shop assistant. | 19 pounds, madam. (<i>To Sam</i>) If you take them off, I'll wrap them up for you. |
| Mrs. Brown. | Where do I pay? |
| Shop assistant. | Over there at the cash-desk, madam. Here is the bill. (<i>Mrs. Brown goes over to the cash-desk and pays the bill. She comes back with the receipted bill, which she hands in to the assistant. He gives her a parcel with the shoes.</i>) Anything else, Madam? |
| Mrs. Brown. | No, thank you. Good bye. |
| Shop assistant. | Good bye, madam, and thank you. |

Ex. 17. Describe the following situations. Make use of the words prompted:

1. Sam wants a pair of shoes (take size 4, brown, to try on, too tight, too big, to feel all right, to have the pair, to cost, to pay the bill, the receipted bill).
2. The shop-assistant is eager to please the customers (to do smth. for smb., to come this way, to take a seat, to try on, to fit nicely, to wrap up, to give the parcel).

Ex. 18. Make up dialogues by analogy using the words prompted:

1. "What can I do for you, please?" – "A pair for this boy (a pair of gloves for me, a pair of shoes for everyday wear, an evening suit, a pair of pants for this girl, etc.)."
2. "What size does he (she) take?" – "I take size four, and I want a pair of brown ones (size 46, 48, 50, 52 – in Britain 16, 18, 20 22 respectively – in clothes; size 37, 38, 39, 40 – in Britain 7, 8, 9, 10 respectively – in shoes)."
3. "Here, they are too tight (loose, not my colour, big, out-dated, too bright, etc.)." – "Try a larger (another)

pair.”

4. “How much do they cost?” – “Nineteen pounds, madam. If you take them off, I’ll wrap them up for you (this hat, this jacket, these trousers, raincoat, ect.).”

Ex. 19. Describe a procedure of ...

a) ...buying a suit:

to be in a shopping mood, to need a suit for spring and summer wear, to get to the ready-made clothes department, to be too expensive, to find a cheaper one, to look smart, to try on, to step into the fitting room, of good quality, silk lining, to fit perfectly, to be quite a bargain, the sleeves were a bit too long, the tailor of the shop, to take the bill to the cashier;

b) ...buying a hat:

I have a weakness for hats, a fine selection of hats, the latest models in felt, velvet and straw, a little hat to go with the coat, to look smart, to try on, to be too big, to just smb.’s size, to suit smb. perfectly, to be in the very latest fashion, to look years younger, to be quite a bargain, to be of the best quality, to be just to one’s liking, to put into the hat box, to pay at the cash desk;

c) ...buying a dress:

to make up one’s mind, to be in a shopping mood, to have some money, to go to the ready-made clothes department, the colour was the latest fashion, not to be very flattering, pale green, to try on another one, to go to the fitting room, to seem a bit loose, to fit well, to match one’s eyes perfectly, to take the bill to the cashier;

d) ...buying gloves:

the old ones have worn out, to get a new pair, a good selection of gloves, kid suede gloves, to look smart, to be reliable, to go well with the new shoes and coat, to be worth getting, find a better purchase for the price, to wrap up;

e) ...buying shoes:

to wear out, to go to the shoe department, what size shoes do you wear, to try on, to put the right shoe on, to pinch the toes, to be rather tight, to try on another pair, a pair of cheap leather shoes, to wear day after day, to look nice, to be quite a bargain, to fit perfectly, to take the bill to the cashier, to wrap up the purchase.

Ex. 20. Make up dialogues following the models given below:

1. “Have you got a hat to match my coat?” – “Yes, I think light brown is the right colour.”
2. “What is your size?” – “I need a 44.” – “I think you ought to try a 46.” – “Yes, it’s a lot better.”
3. “Could I have a suit one size bigger and a different colour?” – “Yes, here you are. This one is going to cost you a little more money.” – “That’s all right.”
4. “Why don’t you buy this coat?” – “It’s too light. It won’t do for cold weather.”
5. “Does the blouse suit me?” – “Yes, it becomes you and it’s a perfect fit.”
6. “How do you find this skirt?” – “Well, it costs too much and the cloth is of poor quality.”
7. “You see, the dress is too tight. I think you gave me a smaller size than I asked for.” – “Oh, sorry. Here’s one about your size.”
8. “The skirt is made of cotton.” – “That’s nice. It’s practical and suitable for everyday wear.”
9. “Are these shoes in fashion?” – “They were in fashion a few years ago.”
10. “Why don’t you wear your new blouse?” – “It doesn’t go with any of my skirts. And it isn’t just this, it doesn’t really fit me either.”
11. “I bought this jacket two weeks ago, but I’m afraid I don’t really like the colour. It’s pale blue. It is not my colour at all.” – “I could buy it from you if it fits me well. I like blue.”
12. “What did the jumper cost you?” – “I bought it for a song. It was only \$ 10.” – “What a bargain!”
13. “This jacket cost me \$ 70.” – “Oh, it must be one of the fashions.”
14. “I must say I like your new shoes. Are they expensive?” – “No, they’re not. Just the opposite, they’re surprisingly cheap.” – “Are they really? They look comfortable, too.” – “They’re very comfortable. And they do look nice, don’t they?” – “Very nice, indeed.”

Ex. 21. Role-play the conversations:

AT A SHOP

1. "What can I do for you, sir?" – "I am looking for a brown jacket to match my trousers." – "What size do you wear?" – "Size 50, please." – "Try this one on. Is it a good fit?" – "Yes, thank you. I'll take it." – "Thank you, sir."

2. "At your service, madam." – "I want a pair of stilettos." – "What colour would you prefer?" – "Red ones, size 22." – "Will you try this pair on? Do you feel comfortable?" – "Yes, perfectly. Thank you, I am going to buy them." – "Thank you, madam."

3. "Shall I help you, sir?" – "Yes, I am trying to choose a suit." – "What do you think about this black one?" – "It's too tight on me." – "Then try this one on." – "Now, this is a bit loose." – "What about this?" – "It's just the right size. Wrap it up. Thank you." – "Thank you, sir."

4. "Are you being attended to?" – "No, I'm trying to find a navy blue raincoat, size 42." – "I can do the size, but not the colour." – "Do you think you could get one for me?" – "Yes, of course, look in again Monday week*."

5. "Are you being seen to?" – "No, I'm looking for a pinstriped suit with a 34 waist." – "I'm afraid I can't help you at the moment." – "Will you be having any more in?" – "I doubt it, but you might be lucky at our High Street branch."

*Monday week – a week from next Monday.

Ex. 22. Act out the dialogue:

IT'S A BARGAIN!

- Good afternoon. May I help you?
- Yes, we're looking for a light grey tweed suit for this gentleman.
- Single or double-breasted?
- Hmm, which do you prefer, Michael?
- What is the latest fashion?
- Fashion is a form of ugliness so intolerable that we have to alter it every six months. I reckon single-breasted is high fashion at present. Besides it will fit you better.
- I'd like something sharp...
- What size do you wear?
- 38, long.
- Here you are. That's just your size. This material will wear for years, and it's even washable.
- May I try it on?
- Certainly, sir. You can change over there.
- Marvelous! It's a perfect fit. You look so young in it. It becomes you. And this shade of colour looks nice on you.
- Ah, whenever man's friends begin to compliment him about looking young, he may be sure that they think he is growing old. All the same, Ann, thanks for your advice and everything. You have such a good taste.
- Good taste is better than bad taste, but bad taste is better than no taste at all.
- Will there be anything else?
- Well, now we need a shirt to match. Can you show us a blue shirt size 15 neck, 36 sleeve?
- Do you like this one? It's permanent press.
- Yes, that'll be fine. What's the price?
- It's 55 dollars, 280 altogether. Shall I wrap it for you or do you prefer having it sent to your address?
- I'd rather have it wrapped.
- Here you are, sir.
- Thank you.
- Your change, sir. Please, come again.
- Money, money, money... here it is, there it goes... I seem to spend money faster than I get it.
- Don't complain, Michael. It wasn't all that expensive, was it?
- No, it wasn't, in fact. But isn't your life extremely boring when you have nothing to grumble at?

Ex. 23. Give the English equivalents:

1. Какой размер вы носите?
2. Эта ткань будет хорошо носиться, к тому же она хорошо стирается.
3. Эту рубашку не нужно гладить.
4. Мода есть форма уродства, настолько невыносимая, что нам приходится менять ее каждые полгода.
5. Иметь хороший вкус лучше, чем иметь плохой. Но иметь плохой вкус все же лучше, чем не иметь вкуса совсем.
6. Я трачу деньги быстрее, чем зарабатываю.

Ex. 24. Role-play A.

Use the following words to complete the conversation below:

- Saying what you want: – I'm looking for a black jacket.
Requests: – Can (could) I try this jacket on?
Saying what is wrong: – It's too big (small, long, short). It doesn't suit me. The colour is wrong.
Asking for alternatives: – Have you got a size 12? Could you give me a smaller (larger) size? Have you got this in another colour?
Making decisions: – I think I'll leave it, thank you. I'll have (take) it.

- Assistant.** Can I help you?
Customer. Yes, I'm ... for a suit.
Assistant. All the suits are over there on the left.
Customer. Thanks. ... this one on?
Assistant. Yes, sure. The changing rooms are over there.
Customer. Thanks.
Assistant. Is it any good?
Customer. No, not really. The skirt's ... long and anyway the ...'s wrong. ... it in a size 10 in black?
Assistant. No, I'm sorry, we haven't. That's all we've got.
Customer. O.K. Then I'll leave it.

Role-play B

One of you is an assistant in a clothes boutique, the other is a customer. The customer wants to buy some new clothes for a holiday in New York.

Ex. 25. Act out the following situations:

1. You are at a men's ready-made clothes department. You want a suit for everyday wear, some shirts and a tie to match the suit. The shop assistant is ready to help you.
2. You are at a shoe department. You want a pair of good summer walking shoes. The shop assistant is eager to help you.

UNIT 3. THE BELARUSIAN TRADE AND ECONOMIC UNIVERSITY OF CONSUMER COOPERATIVES

Ex. 1. Read and translate the following text:

THE BELARUSIAN TRADE AND ECONOMIC UNIVERSITY OF CONSUMER COOPERATIVES

The Belarusian Trade and Economic University of Consumer Cooperatives was founded in 1964. Today it is one of the leading centers of economic education in the country. It is housed in two buildings in which there are many classrooms, lecture halls, labs equipped with all sorts of audio-visual aids, computers, a library, reading halls, a sport complex, a modern assembly hall, a canteen. In the library there are thousands of books on different subjects. As soon as a school-leaver is admitted to the University, he or she is allowed to borrow from the University library any book he needs. The teaching staff of the University consists of 314 teachers, many of them are holders of scientific degrees. About 10,000 students study at present at the University. All students are provided with hostel accommodation in 5 comfortable hostels.

There are two departments at our University: the day-time department and the correspondence department. The day-time department comprises 3 faculties: the faculty of economics and management, the accounting and finance faculty, the commercial faculty. The correspondence department comprises 2 faculties.

The correspondence department gives the opportunity to obtain higher education without discontinuing the work. Our University trains specialists in the following majors: economics and management of an enterprise, world economy, finance and credit, accounting, analysis, audit, commodity research and commodity expertise, management, commercial activity, audit and revision, marketing, management of information resources, logistics. The graduates of the University acquire the qualification of an economist, an economist-manager, a commodity expert, a marketing expert, a manager-economist of information systems, an expert in logistics. The graduates of

the University can work in the consumer cooperative organizations, marketing services of industrial enterprises, banks, joint ventures, stock exchanges.

Each faculty has its own dean's office. The course of studies lasts four (five) years at the day-time department and five years at the correspondence department. The academic year is divided into two terms. At the end of each term the students have an examination session. During the session the students take credits and exams. During the terms the students attend lectures and seminars.

The students have vacations twice a year.

The students study many general and special subjects such as mathematics, history of Belarus, foreign languages, economics, accounting, statistics, management, etc.

The students have practical training in organizations and enterprises of consumer cooperatives.

A lot of students take part in the work of scientific societies.

The course of studies is concluded by the presentation of a diploma work which is a result of independent research.

There is a post-graduate course, the Institute of improvement of professional skills and retraining of personnel at the University.

The University has contacts with many educational establishments abroad.

For those who play sports there are different sport clubs.

Ex. 2. Study the meaning of the following words and word combinations:

- An academic year – учебный год, е. г.:

In our country the academic year lasts from September to June.

- Accommodation – место; hostel accommodation – место в общежитии, е. г.:

All the students have hostel accommodation.

- An accountant – бухгалтер, е. г.:

My mother is an accountant.

- Accounting – учет; Accounting Department – бухгалтерия, е. г.:

I study at the Accounting and Finance Department.

- To attend – посещать, е. г.:

The students attend lectures and seminars.

- A canteen – столовая, е. г.:

Sometimes students have dinner at the university canteen.

- A chair – кафедра, е. г.:

There is a chair of foreign languages at our university.

- A commodity-expert – товаровед, е. г.:

Our university trains commodity experts in manufactured goods and foodstuffs.

- Consumer cooperatives – потребительская кооперация, е. г.:

Consumer cooperatives play an important role in the life of our country.

- A correspondence department – заочный факультет, е. г.:

Students of the correspondence department combine work and study.

- Day-time department – дневное отделение, е. г.:

The students of day-time department have 3 or 4 lectures a day.

- Dean's office – деканат, е. г.:

The Dean's office of the Accounting and Finance faculty is situated on the second floor.

- Diploma – диплом, е. г.:

After graduating from the university the students receive a diploma.

- Stock-exchange – фондовая биржа, е. г.:

After graduating from the university I can work at a stock exchange.

- To found – основывать, е. г.:

The university was founded last year.

- A graduate – выпускник; to graduate (from) ... – заканчивать (вуз), е. г.:

Graduates of our university work in the system of consumer cooperatives; I'll graduate from the university in four years.

- A hostel – общежитие, е. г.:

There are five modern hostels at the disposal of our students.

- To house – вмещать, размещать, е. г.:

Our university is housed in a large modern building.

- To obtain – получать, е. г.:

We can obtain higher education at the university.

- Research – научное исследование, е. г.:

Many students of our university are engaged in research work.

- A term – семестр, е. г.:

There are 2 terms in the academic year.

- To train – готовить, обучать, е. g.:

Our university trains specialists for the system of consumer cooperatives.

- Venture – предприятие; joint venture – совместное предприятие, е. g.:

My farther works at the joint venture.

- Assembly hall – актовый зал, е. g.:

Different meeting, concerts take place at the modern assembly hall.

- General subjects – общеобразовательные предметы, е. g.:

The students study many general subjects such as maths, foreign languages, history of Belarus, etc.

- Special subjects – специальные предметы, е. g.:

The students study the following special subjects, such as accounting, management, finance, credit, etc.

Additional words and word combinations:

student's record book	зачетная книжка студента
student's identity card	студенческий билет
credit (test)	зачет
take a credit (test) in (on)	сдавать зачет по...
pass (fail) a credit (test)	сдать (не сдать) зачет по...
give smb. a test, to test smb.	принимать зачет

Ex. 3. Make up word combinations with the following words:

1) to take	a) exams
2) to be housed	b) the university
3) to graduate from	c) specialists
4) to train	d) in 2 buildings
1) accounting	a) office
2) Dean's	b) higher education
3) to attend	c) departments
4) to obtain	d) lectures
1) to acquire	a) cooperatives
2) consumer	b) research work
3) to do	c) a credit
4) to pass	d) a qualification
1) correspondence	a) venture
2) joint	b) establishment
3) educational	c) accommodation
4) hostel	d) a test
5) to take	e) department

Ex. 4. Connect the following into the sentences:

1) The University is housed...	a) an economist-manager, an accountant, a financier, etc.
2) There are 5 modern hostels...	b) in two buildings.
3) There are four departments...	c) work at our university.
4) The faculty of Economics and Management...	d) at the disposal of the students.
5) The Accounting and Finance faculty trains...	e) at the University.
6) The Commercial faculty trains...	f) trains the specialists in economics and management.
7) The Correspondence Department trains...	g) specialists in economics, accounting, analysis, audit, finance and credit.
8) The graduates of the University acquire the qualification of...	h) experts in manufactured goods and foodstuffs.
9) About 314 teachers...	i) practical workers who combine their work and study.

- 10) The course of studies lasts... j) four years at the day-time department.

Ex. 5. Fill in the blanks with the correct words or word combinations:

1. The University is ... in two buildings in which there are many class-rooms, lecture halls, laboratories, etc.
2. There are five modern ... at the disposal of our students.
3. Different meetings, concerts take place at
4. The Department of ... and ... trains specialists in economics and management.
5. The Accounting and Finance Department trains specialists in ... and ... and credit.
6. The Commercial ... trains experts in manufactured goods and food-stuffs.
7. The graduates of the University acquire the qualification of
8. The graduates of the University can work in the system of
9. There are many ... at the University.
10. More than 9,400 students ... at the University.
11. The ... year begins in September and ends in June.
12. There are two ... in the academic year.
13. The students study ... and ... subjects at the University.
14. The course of studies is concluded by the presentation of
15. The University has contacts with many educational establishments and ... centres in Belarus and abroad.

Ex. 6. Say whether the following statements are correct (use “That’s right,” “That’s wrong”):

1. The University was formed in 1960.
2. The University is housed in three buildings.
3. There are 6 faculties at the University.
4. The faculty of Economics and Management trains specialists in:
 - a) economics and management;
 - b) economics and management in agro-industrial complex.
5. The Accounting and Finance faculty trains specialists in economics.
6. The Commercial faculty trains accountants.
7. During the terms the students take credits and exams.
8. The students of our University study many general and special subjects.
9. The Correspondence Departments give the opportunity of studying without discontinuing the work.
10. There are many chairs at the University.
11. There are more than 4,000 students at our University.
12. The course of studies lasts five years at the day-time department.
13. The students have vacations three times a year.

Ex. 7. Answer the following questions:

1. When was our University founded?
 2. How many faculties are there at the University? What are they?
- What specialists does the faculty of Economics and Management train:
- the Accounting and Finance faculty train?
 - the Commercial faculty train?
 - the Correspondence Department train?
4. What faculty do you study at?
 5. How many lectures and seminars do full-time students usually have?
 6. When do students take credits (exams)?
 7. What subjects do first-year students study?
 8. What special subjects do students study?
 9. Where do our students get practical skills?
 10. How long does the course of studies at the day-time department last?
 11. What is the course of study concluded by?
 12. Where do the graduates of the University work?

Ex. 8. Complete the following sentences:

1. We study
2. It was founded
3. There are five faculties at
4. About 314 teachers
5. The faculty of economics and management trains
6. The accounting and finance faculty trains
7. The Commercial faculty trains
8. The Correspondence Department trains
9. More than 9,400 students
10. At the end of each term
11. First-year students study
12. Students study many special subjects such as
13. The course of studies is concluded
14. There are students scientific societies
15. The University has contacts with
16. The social life of the students is characterized by

Ex. 9. Translate the following sentences from Russian into English:

1. Наш университет был основан в 1964 году.
2. В университете много аудиторий, лабораторий, лекционных залов.
3. В университете 5 факультетов, на которых обучается свыше 9 400 студентов.
4. Учебный год делится на 2 семестра.
5. В конце каждого семестра студенты сдают зачеты и экзамены.
6. Студенты имеют все возможности хорошо учиться.
7. Теоретическое обучение в университете сочетается с производственной практикой.
8. Многие выпускники нашего университета получают работу в системе потребительской кооперации.
9. Факультет экономики и управления готовит специалистов по следующим специальностям: экономика и управление на производстве, экономика и управление в агропромышленном комплексе.
10. Учетно-финансовый факультет готовит специалистов по следующим специальностям: бухгалтерский учет, анализ и аудит, финансы и кредит.
11. Коммерческий факультет готовит специалистов по специальностям: коммерческая деятельность, товароведение, маркетинг.
12. Заочный факультет готовит специалистов по тем же специальностям, что и дневное отделение.
13. Заочный факультет дает возможность учиться без отрыва от производства.
14. Выпускники университета приобретают квалификацию экономиста, экономиста-менеджера, экономиста-товароведа, экономиста-маркетолога.
15. Выпускники университета могут работать в организациях потребительской кооперации, в различных коммерческих структурах, агропромышленном комплексе, в бухгалтерии, в банках, больших магазинах, на совместных предприятиях, на биржах и т. д.
16. В университете много кафедр, на которых работают около 314 преподавателей.
17. Студенты дневного отделения обычно имеют 3–4 лекции в день.
18. Студенты 1 курса изучают общеобразовательные предметы, такие как математика, иностранный язык и т. д.
19. На 2, 3 и 4-м курсах студенты изучают специальные предметы, такие как экономика, бухгалтерский учет, менеджмент и т. д.
20. Курс обучения в университете завершается написанием дипломной работы, которая является результатом самостоятельного научного исследования.
21. Университет имеет контакты со многими учебными и научно-исследовательскими центрами в странах СНГ и за рубежом.

Ex. 10. Speak on the following topics:

- The foundation of the university;
- The faculties the university;
- Your studies at the university;
- The academic year;
- The student's scientific societies;
- The social life of students.

ADDITIONAL TASKS

1. Fill in the blanks with the following words:

courses	last	degree
studies	graduate	grant
student	keen	fees

Harry is 21. He passed his school exams with good marks and left school at 19. Now he's at university. He's a (1) ... and he receives a (2) ... from the state to help him pay the university (3) ... and his personal expenses. He is very (4) ... on mathematics, and it will be useful to him in the future. He works hard and enjoys his (5) University (6) ... in Britain usually (7) ... for three years. After this, Harry Hopes to (8) A good (9) ... will get him a good job.

2. Put the correct preposition from the following list:

from in with between of at to on

- Bobby started school ... the age of five.
- They have a holiday ... Christmas.
- There's a holiday ... the summer, too.
- The teachers ... the staff are very young.
- Sally goes ... a secondary school.
- She'll probably pass ... good marks.
- Harry's ... university.
- He gets a grant ... the state.
- Mathematics will be very useful him ... the future.
- Betty's a teacher ... English.
- She's a graduate ... Cambridge University.
- She has a degree ... English Literature.
- Her pupils are ... 12 and 18.
- She's very strict ... them.

3. Put each of the following words or phrases in its correct space in the passage below:

state tutorial break up private secondary	terms graduate compulsory primary	seminar nursery school fees lecture	co-educational grant academic degree	When children are two or three years old, they sometimes go to a (1) ... , where they learn simple games and songs. Their first real school is called a (2) ... school. In Britain children start this school at the age of five. The (3) ... year in Britain begins in September and is divided into three (4) Schools (5) ... for the summer holiday in July. (6) ... education begins at the age of about eleven, and most schools at this level are (7) ... , which means boys and girls study together in the same classes. In Britain education is (8) ... from five to 16 years of age, but many children choose to remain at school for another two or three years after 16 to take higher exams. Most children go to (9) ... schools, which are maintained by the government or local education authorities, but some children go to (10) ... schools, which can be very expensive. University courses normally last three years and then students (11) ... , which means they receive their (12) . At university, teaching is by a (13) ... (an individual lesson between a teacher and one or two students), a (14) ... (a class of students discussing a subject with a teacher), a (15) ... (when a teacher gives a prepared talk to a number of students) and course private study. Most people who receive a university place are given a (16) ... by the government to help pay their (17) ... and living expenses.
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Ex. 11. Write the missing words in the sentences below. Choose from the following:

absent	detention	playground	staff-room
academic	form	present	subjects
assignment	gymnasium	register	terms
compulsory	lecture	scholarship	tutorial
course	mark	seminar	vacation
deputy head			

- My daughter is in the fifth ... of the local comprehensive school.
- The teacher gave her a very high ... for her essay.
- If you get a ... to a school or university, your studies are paid for by the school or university or some other organization.
- My favourite ... at school were English, art and music.

5. A teacher usually fills in a ... every day to show which children are ... (at school) and which children are ... (not there).
6. When he was a student at university he used to work during the summer ... as a waiter.
7. If the headmaster is ill or away, the ... usually takes over the running of the school.
8. A ... is when a teacher at a university or college gives a prepared talk to a group of students.
9. You don't usually talk about homework at university. You use the word ... instead.
10. The ... is where teachers in a school relax, prepare their lessons, mark tests, etc.
11. Education in Britain is ... between the ages of 5 and 16.
12. The teacher punished the child by putting her in ... that is, she was made to stay after school and do extra work.
13. A ... is when a teacher at a university or college discusses a subject with a group of students.
14. In Britain, the school or ... year starts in September and ends in July. It is divided into three
15. She went on a ... to learn about word-processing.
16. During the break, the children were made to go out into the
17. A ... is when a teacher at a university or college gives an individual lesson to one or more students.
18. We usually have our physical education lessons in the

Ex. 12. Read and translate the following text:

**STUDYING IN THE BELARUSIAN TRADE AND ECONOMIC
UNIVERSITY OF CONSUMER COOPERATIVES**

During your time of study in the Belarusian Economics University of Consumer Cooperatives you are expected to:

- keep up with what's going on, you will need to keep in touch with matters related to your syllabus;
- study diligently, attend timetabled classes as required, do your assignments and hand them in on time;
- take responsibility for your own learning with the support of staff who will help you plan your study timetable; reading outside of lectures, seminars and workshops is essential;
- inform the teaching staff if you are ill and cannot attend a lecture or seminar; if you are going to be ill for some time, you will need to provide the necessary medical certificates; these days it is common for full-time students to take on part-time work, this is all right as long as you remember that your education is your priority, so make sure any part-time work doesn't interfere with your study time;
- inform your tutor of any difficulty which you may be experiencing which might affect your studies;
- not disturb people who are trying to study; more specifically, not to talk in areas set aside for silent study;
- treat University property and materials with care and respect;
- treat all University staff, students and visitors with the courtesy and respect that you are entitled to expect from them;
- behave in a way which respects your neighbouring community and not to bring the University into disrepute.

Ex. 13. The Sprach Schule is a language school in Hamburg, Germany. Kate is a student and this is her letter to her friend Andrea about the school and her studies there. Read and translate:

Dear Andrea,

Sorry for delay in writing. I have my hands full with studies.

The school is lovely, and I am really getting into it. There are eight students in my class, and some of them are very interesting especially an American called Roy, he is very handsome. But he already has a girlfriend. The teachers are good, too, and I really do feel my German is progressing.

The school building isn't much to write about. There are five classrooms – four are small and warm, and one is large and cold (Guess which one I'm in. It's not fair!). All the furniture is new but it's very ugly and all the classrooms are very untidy. There's also a language lab, but apparently it's always out of order so we never go there!

It's taken me ages to type this far, so I'll close here.

Lots of love, Kate.

P.S.: My teachers are Angelika and Klaus. Angelika is an excellent teacher, but she isn't very friendly. Klaus is very patient with me, but he's boring.

Ex. 14. George had problems with studying, so he wrote to a magazine problem page for advice. Find out what his study problems are and tell your partner about four of them:

Dear Mary,

I'm having problems with my studies at school I find it difficult *to get down to work* in the evenings and I can't concentrate on anything at the moment. I spend most of my time listening to records or watching TV instead of doing my homework. The other students in my class are much better than I am and I have difficulty *in keeping up with* them. I sometimes have problems with following the lessons as well. I can't always *take down* the important

things my teacher says because I write so slowly. She has told me that *I'm falling behind with* my studies. I'm *not good at* writing essays and I usually *hand in* my homework late because I *put off* doing it until the last minute. So I often have to invent silly excuses to explain why I haven't done the work.

I'm sure I'm not going *to get through* my final exams in June. I *scraped through* the mock exams last February with 54% – all the other students *passed with flying colours*. I'm now so far behind that I don't know how I'm going *to catch up with* them. My teacher spent some time *going through* my homework with me, but she found so many mistakes that I felt even more depressed.

What do you suggest I do?

Yours desperately, George.

Ex. 15. Match the phrasal verbs in the left column with the definitions in the right column:

- | | |
|-------------------------------------|--|
| 1) to get down to doing smth. | a) to be behind with smth., not at the level expected |
| 2) to keep up with smb. (smth.) | b) to start work on smth. |
| 3) to take smth. down | c) to postpone, to decide to do smth. at a later date |
| 4) to fall behind (with smth.) | d) to pass an exam or test |
| 5) to hand smth. in | e) to check that smth. is correct, to examine smth. |
| 6) to put smth. off | f) to reach the same standard or position as smb. else |
| 7) to get through (smth.) | g) to give smth. to smb. in a position of authority |
| 8) to scrape through (smth.) | h) to remain at the same standard or position as smb. else |
| 9) to catch up (with smb. or smth.) | i) to record in writing what smb. is saying |
| 10) to go through smth. | j) to pass an exam, but with a very low grade |

Ex. 16. Supply the best word:

1. When schools close, the students are on
a) leave;
b) holiday.
2. The head of school could be called the
a) principal;
b) principle.
3. The function of a school is to ... students.
a) educate;
b) learn.
4. Have you seen the new ... for the exams?
a) programme;
b) syllabus.
5. Some students learn languages with
a) convenience;
b) ease.
6. Universities can only ... a few students.
a) admit;
b) receive.
7. She's got a ... to do French at Oxford.
a) position;
b) place.
8. You do this ... before you take an exam.
a) revision;
b) repetition.

9. What ... did you get for the spelling test?
a) mark;
b) degree.
10. I ... down what the teacher said.
a) marked;
b) noted.
11. No one likes to ... an exam.
a) fail;
b) lose.
12. History is my favourite ... at school.
a) topic;
b) subject.
13. I don't know how mistakes like this can
a) rise;
b) arise.
14. It's hard to ... into university.
a) get;
b) enter.
15. You would look up a word in a dictionary if you didn't know what it
a) signified;
b) meant.
16. Make sure you end sentence with a
a) dot;
b) point;
c) comma;
d) full stop.
17. Our teacher always sets us a lot of
a) housework;
b) homework.
18. I'm ... English classes.
a) attending;
b) following.
19. Please write ... ink.
a) in;
b) with.
20. You ... too many lessons last term.
a) missed;
b) lost.
21. ... your knowledge!
a) Try;
b) Test.
22. How are you enjoying your English
a) course;
b) coarse.

Ex. 17. Read the following article about holiday English language courses in Scotland. Write the correct word in each blank:

beginners	level	talk
group	practice	teaching
knowledge	practise	test
lecture	studied	

HOLIDAY COURSES IN SCOTLAND

Our classes take place for three hours every morning from Monday to Friday. The maximum class size is twelve and the average is ten. We use modern methods of (1) ... and learning, and the school has a language laboratory, a video camera and recorder. You will only be successful in improving your English, however, if you work hard and (2) ... speaking English as much as you can. You will take a short (3) ... in English as soon as you arrive. In this way, we can put you in a (4) ... at the most suitable level.

There are two classes at the Elementary level: one is for complete (5) ... and the other is for students who know only a little English. In both classes you will practise simple conversations.

In the class at the Elementary level you will have a lot of (6) ... in communication in real-life situations because we help you to use the English you have previously (7) ... in your own country. You will also have the chance to improve your (8) ... of English grammar and to build up your vocabulary.

The emphasis is on oral communication practice in a wide variety of situations at the advanced (9) You will learn how to use language correctly and appropriately when you (10) ... to native speakers. In addition, you will develop such study skills as reading efficiently, writing articles and reports, and note-taking from books and (11)

Ex. 18. Put a circle round the letter of the correct word to use in each blank:

Linda. What's the next ... (lesson, timetable, programme, hour)?

David. Just a moment. Let me look at my ... (timetable, class, syllabus, plan).

Linda. Oh, it's history – my favourite ... (knowledge, study, subject, matter).

David. I usually like history, but I didn't care for the ... (syllabus, study, plan, timetable) last year. We did nineteenth century European history. It was boring.

Linda. We are studying the Roman Empire this year, I'm also taking a ... (lesson, course, syllabus, curriculum) in archaeology at evening school.

David. It's a pity that archaeology isn't included in the ... (lesson, period, curriculum, topic) here.

Ex. 19. Fill in prepositions:

1. Please, find ... when the class begins.
2. Those who have a good ear ... sounds learn more quickly.
3. She has a poor memory ... dates.
4. Will you translate it Russian ... English?
5. The teachers praise him ... his progress in studies.
6. Open your book ... page fifteen and do exercise three. Then find text five ... page twenty.
7. While listening ... a type, try to repeat ... the native speaker.
8. She's always been thirsty ... knowledge.
9. What mark did you get ... phonetics?
10. I have difficulty ... keeping ... my groupmates.
11. We have a lot of pronunciation practice ... our phonetic classes.
12. "They are arranging a lecture ... modern art. It will be held ... room 403." – "Who is lecturing?" – "Mr. Madsen."
13. "Where is Robert?" – "He is reading ... the seminar ... linguistics."
14. "Are you very busy now?" – "Yes, I must revise the whole term's work ... the test."

Ex. 20. Each of the following sentences contains errors. Find the errors and correct them:

1. You can study a lot of different careers at this university.
2. He gave an interesting 80-minute conference on Byron.
3. Mary made her training at a college in London in the age of seventeen.
4. Tom is studying economics at the Edinburgh University.
5. I lost a lot of lessons in my last year at school as a result of a serious illness.
6. Did you have a lot of homeworks to do while you were at the college?
7. I'm making my research in sociology and I hope to graduate at the University next year.
8. He used to be a student of Harvard University, but he is now a professor in a small language school.

Ex. 21. Read and translate the words:

to avoid smth. (doing smth.)	to do well in an exam
to crib	to succeed in smth. (doing smth.)
to swot	to do badly in an exam
to read	to fail the exam (to flunk exams)

to revise
to prepare
to study

to fail Latin
to feel great relief

to sit
to take
to pass

to attain (to realize, to fulfil, to achieve an ambition)
to achieve goals (aims)
to achieve (to accomplish a great deal)
to attain (to achieve, to reach a target)
to go through ups and downs

TAKING EXAMS

As for the first examinations, I can't really remember it. I think that we seem to be doing exams almost from time we leave home. I mean when we go to school, we seem to be doing a lot of tests and things. But my first examinations were my O-levels, which is the first big public examination trial in the life of a British schoolchild. You take these when you are 16. I took about nine subjects. I passed them all. But of course you don't know whether you are going to pass them all at the time. And so there's this great nervousness about revising, spending, I suppose, a couple of months shut up in your room desperately trying to remember all these facts which really are very boring. Every one has his favourite subject. Mine have always been art subjects. I always found science and things like that a bind.

Trying to interest myself in subjects, which were not my thing was very difficult. I suppose it is for everyone. But, eventually, I managed to pass them. As regards my nervousness, I was nervous naturally, but not as nervous as you might expect really. I think that when I was actually doing them, I managed to put that sort of thing out of my mind, because, in a way, it wasn't dead serious, because we always had that opportunity to take the exams again, although we had to pay to retake the exams. But I suppose you have to be nervous anyway because it's obviously preferable to pass first time. And the results, as I said, were pretty good.

I can't remember all the grades too well. But I certainly didn't get very bad grades at all. I've got a couple of Grades A, a cluster of Bs and a couple of Cs as well. I didn't get anything below C which is quite good.

So after the exams are over, obviously, you feel great relief because we have our exams in summer. It's a really bad time to have to sit in a hall and have to think and concentrate and do an exam which is going to affect the rest of your life probably. After the exams are over, you've got the summer holidays ahead of you, which is a great bonus really. So it's almost a compensation for the suffering. That summer I just lazed about.

But everyone has to do exams. There's no way of avoiding them. They seem to be the things that are used in the modern world as a means of sorting our society into groups. Just everybody is finding their kind of level. So whether you like them or not, you can't avoid them.

Ex. 22. Fill in the missing word forms where they exist:

<i>Verb</i>	<i>Noun</i>	<i>Adjective</i>	<i>Adverb</i>
	Success		
Accomplish			
		Achievable	
Attain			
	Fulfilment		
Realise			
	Difficulty		
	Target		
	Ambition		
Fail			
	Trouble		

Ex. 23. Read the dialogue and act out dialogues by analogy:

Millie. What did you think of the exams, Pete? I reckon they were dead easy.

Pete. Maybe they were easy enough for you, but they were much too hard for me.

Millie. Oh, come on. You've probably done better than you think.

Pete. No, I'm dead certain I've failed in maths, and most likely in English and History too. Thank goodness it's all over though. We can forget about it now – at least until the results come out.

- Millie.** Yes. Now I can get on with reading all the books I've been wanting to read for months, but haven't had time for.
- Pete.** What!.. Well, it's up to you, I suppose, but I've had enough of reading; I'm not going to open another book for months. Don't you think we all deserve a break?
- Millie.** Well, yes... I'll take a day or two off perhaps. And I think I'll come to Bob's sister's party tomorrow night. But if I'm going to university in October, I'll have to get down to some serious work again pretty soon.
- Pete.** I've got to get through the A-level exams first. I'll worry about university if and when I ever get there.
- Millie.** That's the trouble with you. You always try to do everything at the last minute, you are a terrible procrastinator*!
- Pete.** And you're too serious; that's your trouble. You never stop swotting.
- Millie.** Well, I like reading.
- Pete.** And I can't stand it. I don't know why I decided to try to go to university in the first place. I think I'll run away and do something else.

**Procrastinator* – someone who delays doing something that he ought to do.

If you think you know everything, you have a lot to learn

Ex. 24. Read and translate the text:

A STUDENT'S GUIDE TO EXAM STRESS

As exam fever hots up, keep cool with tips from our health correspondent.

Dr. Barry Lunger

Stress is difficult to define, but most of us know it when we experience it. We may have mental symptoms: panic, feeling trapped or overwhelmed. Or there may be physical symptoms: sweating palms, butterflies, headaches, breathlessness or sleeplessness.

Stress can cause us to feel overwhelmed and powerless to tackle the very thing that are causing the stress in the first place. So make a carefully written plan and the problems will seem less overwhelming. Ticking off each things as you do it will help you feel there is light at the end of the tunnel.

When you're writing your revision plan, make sure you include some time off – exactly an hour or whatever – before you go back to work. Look forward to your time off and do something pleasant in it. Work out little treats and rewards for yourself as you tick off each thing on your plan. The treats can be simple: an ice-cream, half an hour listening to your personal stereo or walking the dog.

Easier said than done, I know, but exercise is one of the best ways of relaxing: it's the natural way to deal with adrenaline and similar hormones that are rushing around your body; a walk will help; a quick swim or half an hour of tennis, or another game is even better.

Don't drink endless cups of tea or coffee although caffeine is a stimulant it will eventually only make you more tense and nervy.

Don't try to go without sleep – sleep is a natural way of relieving stress.

Don't be tempted to use alcohol or other drugs to relieve stress. They create more problems than they solve.

Ex. 25. Write the missing words in the sentences below. Choose from the following words:

continuous assessment	marks	to skip
grades	to miss	tests
graduate	to revise	
to graduate	school-leaving exams	

Some schools give pupils (1) ... every week or month to see if they are making progress. The (2) ... are held in May (June). In some schools, colleges and universities instead of tests and exams there is (3) ... with (4) ... (e. g. 65%) or (5) ... (e. g. A, B +) for essays and projects during the term. If you pass your university exams, you (6) ... (get a degree), then you are a (7) ...

Before an exam it's a good idea to (8) ... for it. If you (9) ... classes (lectures), (10) ... them deliberately, you'll probably do badly in the exam.

Ex. 26. Choose the word or phrase which best complete each sentence. Give one answer only to each question:

1. Being quick on the ... the students made rapid progress.
a) intake;
b) take-off;
c) uptake;
d) takeover.
2. I was so absorbed in the book I was reading that I completely lost ... of the time.
a) a count;
b) touch;
c) sight;
d) track.
3. You'll have to work hard to ... the rest of the class as they started studying before you.
a) hold on to;
b) catch up with;
c) keep on at;
d) reach out with.
4. ... you read the instructions carefully, understand what to do.
a) As for as;
b) Provided;
c) As much as;
d) As well as.
5. You'll just have to learn these expressions
a) by word;
b) to heart;
c) by heart;
d) with all your heart.
6. As a result of all the hard work they put in, the students reached a high ... of achievement.
a) level;
b) note;
c) grade;
d) mark.
7. I don't seem to be making any progress and its beginning to ... me down.
a) carry;
b) get;
c) pull;
d) take.
8. ... a week goes by without the teacher giving us a test.
a) Infrequently;
b) Hardly;
c) Practically;
d) No sooner.
9. Your failure can be ... to the fact that you didn't do any work.
a) attributed;
b) accused;
c) blamed;
d) explained.
10. You'll have to be strict with that class of children as they quickly get
a) on hand;
b) in hand;
c) out of hand;
d) by hand.

11. Before the end of the course you'll given a ... exam to prepare you for the real thing.
 - a) take;
 - b) mock;
 - c) false;
 - d) trial.
12. She's ... stupid – she's just lazy.
 - a) by no means;
 - b) by no degree;
 - c) by no extent;
 - d) by no way.
13. How are you ... your studies? Do you feel that you're making headway?
 - a) getting down to;
 - b) getting ahead of;
 - c) getting on with;
 - d) getting up to.
14. Do university students receive a (an) ... from the State in your country?
 - a) allowance;
 - b) grant;
 - c) pension;
 - d) income.
15. Unless you pull your socks up, you've got no ... of passing the exam.
 - a) chance;
 - b) possibility;
 - c) likelihood;
 - d) probability.
16. The candidate ... nervously up and down waiting to be called for the interview.
 - a) marched;
 - b) paced;
 - c) strutted;
 - d) plodded.
17. You should start revising for your exam as soon as possible. Any delay will result in ... time being lost.
 - a) conclusive;
 - b) vital;
 - c) priceless;
 - d) invaluable.

FOCUS VOCABULARY

to be an early riser	to be pressed for time
to be a late riser	to be short of time
to stay up late	to have some time to spare
to keep late hours	to allocate time
	to spend time
to have an early night	to waste time (to idle away time)

to be in the habit of doing smth.
 to ship out of the habit (to get rid of
 the habit, to break the habit)

How's Your Timing?

Time is too slow for those who wait,
 Too swift for those who fare,
 Too long for those who grieve,
 Too short for those who rejoice,
 But for those who love, time is eternity.

Ex. 27. Answer the questions to see how efficiently you use your time (circle *a, b, c* or *d*):

1. How would you describe the pace of your life in general?

- a) Natural. I just let things happen.
- b) Quite fast, but I do stop to smell the flowers.
- c) Sometimes frantic, sometimes relaxed.
- d) Demanding, sometimes non-stop, but I like it that way.

2. How do you deal with what you have to do every day?

- a) I do first what attracts me most.
- b) I do the most important things and put off the rest.
- c) There always seems to be too much or too little. I do what's really urgent.
- d) I deal with things in order of importance.

3. Which of the following is nearest to your philosophy of life?

- a) Go where life takes you.
- b) Life is not a dress rehearsal.
- c) To everything there is a season.
- d) Do it now.

4. What do you feel about punctuality?

- a) I don't waste energy worrying about being on time.
- b) Being on time is polite and efficient, and I try to be that way.
- c) I'd love to arrive on time in theory, but I don't often manage it.
- d) I'm always on time, and I get furious with people who are late.

5. How many things have you begun and not finished in the last few years?

- a) Lots of things. I have sudden enthusiasms and then drop them.
- b) One or two minor things, but not too many.
- c) Quite a few. I always seem to get distracted.
- d) There are no uncompleted projects in my life, I have always finished things.

6. How do you like to spend your leisure time?

- a) I don't know what to do with my time off – it just slips away.
 - b) I relax and recharge my batteries, and maybe follow a sport or interest.
 - c) I do one or two little jobs, but nothing very energetic. This is my most enjoyable occupation.
- I don't have any leisure time. All my time is put to good use.

Compare your answers and decide which description fits you best:

Mostly <i>a</i> answers	Mostly <i>b</i> answers
You're a daydreamer. Did you really manage to finish the quiz? You have little control over your life. Chaos is your natural habit. Perhaps you tell yourself that this is creative, but the truth is you hate discipline and you're frightened of it. Your abilities remain untested and your dreams unfulfilled	You represent balance. Your ability to manage time is impressive, but you respect yourself enough to know when to relax, and you are clever enough to know that the best decisions are never made in an atmosphere of pressure. Deadlines don't worry you, and your work seldom puts unbearable demands on you. You look ahead and make sure crises don't happen
Mostly <i>c</i> answers	Mostly <i>d</i> answers
You're like Cinderella waiting for a fairy godmother who's going to make everything alright for you. "I'll go round to it," you tell yourself. What you don't tell yourself is that you alone can provide the time you need to start those dreams happening. You are an expert at putting things off for the best reasons. Your excuses are endless. Forget them. The right time is now!	You're an achiever. Superman (superwoman) is your middle name. You certainly know how to get a job done, and you are proud of your management of time. You're compulsive about using every second of the day to good effect, and get irritable with people who take life at a slower pace. Relax a little. Stress is a killer, remember?

Ex. 28. Answer the questions:

1. Do you start off every day with the best intentions?
2. What were your intentions for today?
3. What is your prime time?
4. What are your personal huge time wasters? Productivity destroyers?
5. Does your working day now when you are a student differ a lot from that when you went to school? In what way?
6. Do you manage to use your time efficiently? What kind of work requires most of your time during the day? Are you in the habit of putting off work till the last minute?
7. Can you say that you are a punctual person? How many times have you been late for classes this week? What's your attitude towards people who are late?

The road to hell is paved with good intentions

Ex. 29. Read the conversation and discuss the questions below:

ACTIVITIES ON A UNIVERSITY CAMPUS

- Jane.** Hi, Jack. Where're you going?
Jack. Over to the gym for basketball practice.
Jane. That's right, you're on the Sophomore team, aren't you? How's your team doing?
Jack. Not so well. We lost to both the Seniors and Juniors. But tomorrow night we play with the Freshmen. We should be able to beat them. Their team's pretty weak.
Jane. I wish you luck. What time's the game?
Jack. It starts at 8 o'clock. Why don't you come and root for us? Then afterwards we can go out for a hamburger. How about it?
Jane. Good idea. By the way, do you want to see a play tonight? The dramatic club is putting on "The Time of Your Life" and I've got two tickets.
Jack. Thank you just the same, but I have to write a theme for my History course. It's due at nine in the morning. And I only started it on Monday.
Jane. Why did you put it off so long? The professor assigned you that theme two weeks ago.
Jack. I know. But I don't have much time to study during basketball season. And I'm vice-president of the student Council now. That takes up a lot of time too.
Jane. You'd better be careful, you'll flunk your exams. Extracurricular activities are valuable, but you shouldn't participate in too many of them.
Jack. That's true. But I'll be able to catch up with my studying after basketball season.
Jane. I hope so. Well, I have to go now. I'll see you tomorrow night.
Jack. So long. See you after the game. (*After the game, at the Grill*).
Jane. What do you think of the game?
Jack. Yes, our playing has improved a lot. And winning tonight gave our morale a big boost. With luck, we should win all the rest of our games. But enough of that. What are you going to have, Jane?
Jane. Just a hamburger and a coke.
Jack. Waiter, bring us one hamburger, two cheeseburgers, one coke and a large milk shake. Basketball is wonderful for the appetite. I am starved after a game.

1. Are extracurricular activities at University necessary? Why? Why not?
2. How do you find facilities for extracurricular activities at University?
3. Are you a member of any club or society?

Ex. 30. Speak about the Belarusian Trade and Economics University of Consumer Cooperatives.

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